Wolcott Wheeler wolcottwheeler@gmail.com

11 Grove Street (914) 826-5188 (cell)

Dobbs Ferry, NY 10522 (914) 231-7574 (home)

**MyCareer Grand Prix FAQs: What is myCareer Grand Prix?**

Q: What is myCareer Grand Prix all about?

A: Through the Associate Survey, you’ve informed us of the importance of career growth and development to your career here at ADP. MyCareer Grand Prix is a vehicle that places the focus on you, helping you drive your career conversation with your manager.

We’re providing new hires, mid-level associates, and even experienced managers with a wealth of new, targeted, and easy-to-use ADP resources at their fingertips, including:

* comprehensive information on all of ADP's businesses and functions
* potential career path options
* new navigation tools, and
* additional resources.

So take control. Become the driver of your career. Steer your browser to myCareer on the Associate Portal today, complete your Career Profile, and answer your Career Advancement questions.

Q: Where will myGrandPrix take place?

A: Throughout our world-class organization, all over the globe. The Business Unit with the highest percentage of “laps”—career-advancement steps requested of associates—wins!

Q: What is a Career Profile?

A: A Career Profile is an internal resume that will help you on your journey as you look towards the future at ADP.

The Career Profile site provides associates with an opportunity to share professional and career-related information that they will discuss with their manager. Please complete the Resume section [is it the Resume or Career Profile section? – WW] and enter your professional information. In addition, please answer the questions under the Career Preferences tab. Your manager will rely on this information as a basis for discussions about your growth and development at ADP. For guidance on managing your career, explore the resources in the Career Driver Website [link].

Q: How do I begin and participate?

A: On the myCareer homepage, you’ll find the following:

* Flyer – Race Course [What doc is this? Is this something I should work on, or is it someone else’s responsibility? -- WW], with the timing of the initiative and possibly links to TMS and Survey Monkey
* User Guide for Career Profile (PowerPoint- latest version)
* Link to TMS
* FAQs?
* Career Profile form (for those that can’t get into TMS)

Q: What do I as an associate need to do?

A: You must complete all three laps below:

1. Create or update your Career Profile.
2. Meet with your manager to discuss career development.
3. Have a career development conversation with someone outside of your function and department.

You’ll also need to complete a short survey via Survey Monkey confirming that you’ve completed the three laps.

Q: What is the Race Course? What are the three Laps?

A: They are:

1. Create or update your Career Profile.

* Go to the Talent Management Systems (TMS) (insert link), go to your Succession and Career Profile, complete it, then hit Submit.
* Be sure to complete both sections—your Career Profile and your Career Preferences.

1. Meet with your manager to discuss career development.

* Have a 15-30 minute conversation with your manager to focus on where you want your career to go and what steps you need to take to get there. Use your newly updated or created Career Profile to help steer your conversation.

1. Have a career development conversation with someone outside your function and department.

* Have a 15-30 minute chat with a colleague in another function and department whose opinion you respect and who might be able to provide you with some insight into the best way you can navigate your career. They can be a manager or another associate.

Q: Why do I own my career development? Doesn’t ADP or my manager own it?

A: As an associate, we all are in control of our career development, and it’s your responsibility to take the initiative to drive and own your career.

Q: Who can I ask for help? What resources are available to me?

A: You should reach out to your manager and HRBP for guidance on having a career discussion. Also, you can log onto myCareer on the Associate Portal and use the Career Driver Website [link], whose resources will guide you on managing your career at ADP.

Log into TMS (need link) [The recommendation on this line needs to be clarified. What info will help them on the TMS? -- WW]

Q: Who selects the winner of myCareer Grand Prix?

A: The winner will be the Business Unit that has the completed the most laps, determined by the percentage of completed laps based on BU headcount. There will be no individual winners.

Q: How many winners will there be?

A: Dermot O’Brien, our Chief Human Resources Officer, will congratulate and announce the winning Business Units. There will be first-, second-, and third-place BU winners.

Q: How will I get rewarded?

A: There will be no individual rewards, just BU recognition. However, ultimately, *you* will be the winner, because now *you* will be able to drive your own career at ADP!

Q: How will I see each Business Unit’s progress?

A: We’ll display a leader board on the Associate Portal to highlight the top five Cars in hot pursuit of the Winner’s Cup.

Every two weeks, we’ll showcase progress via a banner on the Associate Portal.

Q: What does Driving Your Career mean?

A: "Driving Your Career" is all about being in the driver's seat and steering your professional development in a positive direction. It's about knowing when to stay the course, take a turn, or set off into a whole new area. Most of all, it's about always moving forward, toward career accomplishments that truly excite you.

Q: How can your manager help you?

A: Taking control of your career doesn't mean you'll be alone in your quest for success. In fact, career management at ADP is a top priority, and we view it as a partnership between you, your manager, and the entire organization. Managers can be invaluable in helping you map out a career path that is fulfilling and forward-moving. Whether it's developing in your current role, preparing for what's next, or exploring new opportunities, you can rely on the experience of ADP leadership to guide you.