



Driving Your Career at ADP

Your Career Growth and Development Toolkit



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Driving Your Career

CareerDriver: New In Your Role

A Successful Transition

Congratulations on beginning a new journey with ADP! This is an exciting and challenging time, and ADP wishes you great success as you explore this new destination on your career path. At this point you should be focused on transitioning to your new responsibilities, department and/or organization. To steer yourself in the right direction, follow the steps below and utilize the worksheet provided.

Prework:

Review ADP's Career Growth Philosophy. Capture some of your thoughts in the space below.

Share with your manager.

I think ADP is a company where smart work and results get recognized and paid off in terms of internal growth. This motivates me to push myself everyday as my effort never goes unrecognized. A big positive aspect of ADP management is that your manager acts like a mentor and always roots for your advancement into higher roles within the company. The career paths within ADP are innumerable which ensures that you learn different aspects of a business/company. I personally love the idea that if you are enthusiastic and would like to pan out into different roles, ADP as a company and your manager support that and help you to achieve whatever is in the best interest of everyone.



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New In Your Role Worksheet

This document contains 4 steps for you to complete when you are “New In Your Role”. Utilize the sections below to document your discussion(s) with your manager and to assist you with a successful transition to your new role.

Step 1. Understand My Role and Responsibilities

It is essential for you to gain a clear understanding of your organization’s function and objectives, as well as learning tasks and procedures specific to your role.

My organization’s function:

The primary function of this organisation to handle the storage needs of all the applications and data that is within ADP. The organization makes sure the storage don't fail and the performance of the storage machines is always optimized.

My organization’s objectives:

The objective of the organization is to optimize allocation and management of storage based on the needs of the different dependent organizations within ADP. Also, the team works to minimize failure of the storage machines and also optimal performance of those machines

Tasks and procedures specific to my role:

Forecasting of future performance metrics and also anomaly detection which ensures the objective of zero failure and high performance is always met.

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Step 2. Performance Goals and Expectations

Aligning your performance goals with those of your manager will assist in leading you toward job effectiveness. Discuss your goals and ensure they are aligned with your manager's expectations.

My performance goals:

1) Build Time Series Forecasting models to predict future values of the performance metrics of the different storage machines in the environment

2) Anomaly Detection in the performance data provided from the machines

My manager's expectations:

To build the said models in order to ensure that we have a base framework for relying on artificial intelligence to meet the organization objectives.

Step 3. Identify Immediate Job Training/Certification Needs

After reviewing your role and responsibilities with your manager, it may be determined that you will need to participate in specific training activities. You may also receive recommendations and/or requirements to obtain or maintain specific job related professional certifications. ADP offers a wide variety of training, including: on the job training, external training programs and comprehensive internal resources. Many of these resources are available through our ADP Associate Portal in the Talent Management System (TMS).

First, discuss the questions below with your manager. Then click the appropriate links below to access TMS and the Certification Program.

What specific training (if any) will I need in order for me to transition to my role?

-NA-

Search TMS Training Resources

Which professional certifications are required or recommended for my role (if any)?

-NA-

Visit ADP's Certification Program



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Step 4. Determine Critical Relationships to Develop

Your ability to develop and maintain relationships at ADP is a key component for success when you are new in role as well as throughout your career. You will need to know who the stakeholders are that you must partner with and support in an effort to perform effectively.

Discuss the following with your manager.

Which individuals and/or groups do I support or provide service to in my role?

The current work being a base framework doesn't involve supporting anyone directly but if approved this work would help the storage team to be ready for any kinds of unexpected requirements in future

Which individuals and/or groups do I work with to provide support or service?

Manager and Storage Operations Team

Which individuals and/or groups provide support or service to me in my role?

-NA-

Now that you have completed the 4 steps, refer to this document and update it as needed.



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