

*Welcome:*

- \* **Faisal Abdullah-Team Lead Internal Control**
- \* **M. Usman Younus Sorathia-Warehouse Supervisor, Karachi**
- \* **Rabia Akbar- Unit Manager, Karachi**
- \* **Zameer Ahmad- CS&L Supervisor, Sheikhpura**
- \* **Shahbaz Ahmad- Accounting Supervisor, Karachi**

*Key Vacancies:*

- \* CS&L Supervisor-Pir Mahal & Jhang
  - \* AM Administration-Karachi
  - \* Sales Representatives-Karachi
  - \* Key Account Officer-Islamabad
- Send your referrals to HR to assist in filling these vacancies and winning referral reward

No. of referral rewards given last month=5

**SNEAK PEAK INTO THE LAST MONTH**



**Annual Recruitment Drive & Guest Speaker Session 2013 at CBM**

Guest Speaker Session was conducted at CBM in Karachi on April 3rd followed by Recruitment Drive. Nael Ahmed gave an affective presentation to a crowd of over 230 interested and zealous students introducing them to ADP and giving them a guide on their careers. The students were later screened for the upcoming Management Trainee, Graduate Trainee and Internship Programs.

**Annual Recruitment Drive 2013 at LSE**

The annual Recruitment Drive was held at LSE in the campus in Lahore on April 8<sup>th</sup> in order to screen students for the upcoming Management Trainee, Graduate Trainee and Internship Programs. A brief presentation on the company was made and interviews of about 80 students were taken out of which a pool of bright students was extracted. Students were also handed over the company brochures and branded flasks as giveaways.

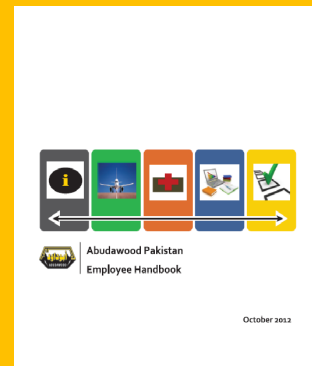
## Health Tip of the Month



### GET YOUR HOME MADE FOOD WITH YOU TO THE OFFICE

Pack your lunch: a homemade lunch is by all means much healthier than many food court fast foods. Also, keep healthy snacks within reach at your desk so that you can easily and readily shun all unhealthy food cravings

**Employee Handbook** was designed, finalized and got printed to be given to every new joiner coming at Supervisory and Managerial Level as a guide for the reference in order to provide them awareness on their entitlements and benefits structure. The softcopy is also accessible for every employee at the Centerpoint. It comprehensively lists policies prevalent in ADP for the employees.



## GROUNDS COVERED

### \* EXIT INTERVIEWS OF NON-MANAGEMENT EMPLOYEES

Exit interviews for the non-management staff were conducted to understand the attrition rate. A thorough analysis was prepared for all exit interviews conducted. The analysis highlighted various reasons because of which the employees are leaving the company, the most significant of which being the affected work life balance which resulted in employee frustration.

### \* COBEC IMPLEMENTATION

As a resolve to abide by the principles of integrity that are a part of our underlying values and in order to promote meritocracy, nation-wide verification project was initiated in which educational degrees and employment forms were requested from all on-ground employees. A clear communication was sent from HR on immediate termination of any employee whose degree was found to be fake. As a result, there was a wave of resignations from every district. Though the consequence was unexpected, immediate steps were taken

to handle the situation. HR in close partnership with CS&L & CBD ensured that gaps are filled and business does not suffer.

### \* SUCCESSION PLANNING ENTERS THE SECOND PHASE

Intensive work was done on Succession Planning this quarter which has now entered its second phase. The first phase consisted of identifying key positions that were to be considered for the succession planning framework. Phase II was initiated by developing specific criteria for identifying the criticality of all such positions, based on which, HR along with functional leads identified the criticality of each position. A comprehensive competency framework was then developed for each critical position followed by detailed sessions with Leads to map the competencies against each critical position. HR now has a basic framework developed for succession planning on the basis of which successors will be identified for each position. The tool will enable HR to determine the right successors based on merit and chalk out their clear career paths and accelerated growth within the company.

## HR ANNOUNCEMENTS OF THE MONTH

### IT'S YOUR TIME OF THE YEAR!

Time to get paid off for the year round's hard work. Work on IDP Online initiated, Promotion Process developed & Promotion Recommendation Forms ready.

### PRE-EMPLOYMENT MEDICAL EXAMINATION

Project to extend the panel of hospitals which conduct pre-employment medical screening for ADP has been initiated. Contracts were established with 4 hospitals from Islamabad, Bahawalpur, Multan and Faisalabad.

### PROVIDENT FUND FORMS GO ONLINE

PF declaration & Nomination forms have been developed in coordination with IT and updated on ADP portal. This will help in maintaining