

Employee Application Policy

Internal talent development is a top priority for J&J. We're committed to creating an environment in which employees are empowered to forge their own career paths, pursue their interests and manage their own growth.

Our [Global Job Posting Policy](#) supports that commitment by creating a strong foundation for ongoing development discussions between employees and managers.

POLICY GUIDELINES

Manager Notification

Employees may apply for new roles internally without informing their managers. However, once employees are invited to a business interview for a given position, then, to the extent that is consistent with local law or practice, they are required to notify their managers prior to the interview. This notification is encouraged to promote development discussions between managers and employees.

Identifying and Selecting Candidates

In addition to identifying candidates through the formal bidding process, the hiring company may identify potential employee moves based on succession and/or development planning information.

Selection decisions will be based on a number of different factors, such as the knowledge, skills, abilities and education required for a particular position. Where applicable, an employee's "cycle of success" in their current role will be taken into consideration as well. In general, and to the extent this is consistent with local law or practice, this cycle of success is defined as follows:

- The employee has a tenure of at least 18 months in the current position.
- The employee is in good standing in the current position (i.e., the employee isn't on a performance improvement plan).

Any exceptions to the above require approval from the employee's manager and HR Partner, in consultation with Employee Relations, as appropriate.

Providing an exceptional candidate experience

- A search and apply process that's less time-intensive for candidates leads to **faster decision-making**.
- **Timely updates** to candidates, as well as tips for success, are part of our commitment to making the hiring process more transparent

Employees will be updated on the status of their applications as soon as possible, typically within two weeks of applying.

*This page summarizes points from the [Global Job Posting Policy](#). Be sure to consult the full policy if you have any questions.