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# Job Requisition & Submission

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▼ People

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▼ Human Resources Management

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▶ Personnel Administration

## Purpose

To provide general guidelines on the posting of requisitions to identify, promote and/or hire qualified candidates to fill vacancies. Additionally, the policy outlines the requirements for applying to open requisitions for internal employees.

Novo Nordisk will ensure that the best candidate is chosen for any open position. The Company will make every effort to ensure equal employment opportunity to all individuals and abides by the EEO and non-discrimination provisions of all applicable federal, state, and local laws. Novo Nordisk is committed to a winning culture where diversity and inclusion is accepted and valued by all and opportunities exist for people to reach their full potential.

## Applies to

This guideline applies to all Novo Nordisk employees and to all Novo Nordisk managers engaged in the hiring process.

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## 1 Roles and Responsibilities

Human Resources is responsible for administering this policy and will partner with the hiring manager to coordinate the recruitment and hiring process. All employees involved in the hiring process must abide by this and all other related Company policies.

## 2 Description

### 2.1 Posting Jobs

When a new position becomes available or a vacancy is created by an employee’s resignation, termination, transfer, or promotion, the Hiring Manager will notify Human Resources. At this time, the Hiring Manager will be asked by the HR Business Partner to review and, if necessary, update the job description before the job is advertised/posted. If a new position description is created or if significant changes are made to an existing one, the HR Business Partner must forward the job description and all other relevant documents to Compensation and Benefits for job leveling. After approval of the job description, the HR Business Partner’s administrator will complete the online Requisition Form using the Position ID.

The Requisition is then automatically routed to Staffing Operations who will assign the position to a Recruiter. The assigned Recruiter will then meet with the hiring manager to identify a recruiting strategy and discuss the details of the position. Should a Novo Nordisk employee be identified as the preferred candidate for an opening, the job posting will reference "preferred candidate" within the actual job posting announcement.

## **2.2 Applying for Open Positions within Novo Nordisk**

Available job opportunities are posted via the Novo Nordisk Intranet. In order to apply for a new position, current employees should generally be in their current position for at least 1 year and meet the minimum job requirements of the prospective position. Exceptions to the one-year period require the approvals of both the current area VP and the potential area VP.

An open position will not be filled until it has been posted for at least 5 calendar days on the internal gateway, unless business needs demand otherwise regardless if a preferred candidate is identified. Interested employees must apply to the position via the intranet through the Internal Employee Gateway on the Intranet. **Employees must notify and seek prior approval to ensure they have their manager's support and endorsement prior to applying for a position.** Likewise, employees must be in good standing (e.g. "Meets" and above rating, not on a written warning status) in order to be eligible to apply for a position. Exceptions will be reviewed on a case-by-case basis and approved by the functional VP and HRD. This may occur, for example when skills that differ from the current job, are required and the employee meets the minimum skill and behavioral requirements of the open position. If an internal candidate is offered and accepts a position, the timeframe should be mutually agreed upon by the employee's current and new managers. Generally, a two-week transition period is considered reasonable.

## **2.3 Temporary Developmental Moves**

Novo Nordisk wants to encourage temporary developmental moves of internal field Sales/Medical, etc. employees to transfer to the home office over a 12-24 month period. Employees would return to their prior location/territory or accept a new position/territory when their rotation is completed. To foster these moves, Novo Nordisk will grandfather the level of the employee's current position (if the employee is currently at a higher job level than what the job is posted as), provide a transition bonus (if required) and loss of automobile payment, review eligibility for a cost of living differential and/or development increase and provide temporary relocation for designation roles with the Company. Designated roles, which are feeder jobs that are developmental in nature and helps build skills that enable an individual to move into another role within a 12-24 month period and is ideally in the person's IDP.

## Change log

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Job Requisition &amp; Submission

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