

The National Food Lab Job Posting Policy

NFL Employees

Below is the NFL's policy on job postings. All internal job opportunities will be available online @ www.TheNFL.com, via the Employee Portal, before we hire from outside the company, however there may be special circumstances where a position is not posted on the Employee Portal. Please read the policy below for further explanation.

JOB POSTING POLICY AND PROCEDURE

The goal of the job posting policy is to ensure that all employees are made aware of and have the opportunity to apply for open positions either before or concurrent with the Company's consideration of external candidates for employment. *Business conditions permitting*, all regular part-time and full-time positions will be posted when an opening occurs.

While it is the NFL's philosophy to promote from within whenever possible, there are business conditions that could cause a position to be filled without posting. The business conditions that could cause a decision to bypass posting, include, but are not limited to: organizational restructuring; position requirements that include skills, education, and/or experience known not to match any existing employee or only match a certain employee, critical operational needs; etc. In addition to these business conditions, Managers may choose to not post a position when they have candidates within the same department or division who are qualified and/or already trained for the position.

Positions will generally (except as noted above) be posted on the Employee Portal for 5 days before an offer is extended to a candidate outside the company. To apply for a posted position, contact the hiring Manager. They will discuss with you the education and work experience requirements for the position. You will then have the opportunity to discuss your education and experience. If you are not chosen for the position the hiring Manager or VP of Operations will explain to you what education, experience or a combination of both, you would need should the position become available in the future.

If you have any questions or concerns regarding this policy, please call Carolyn Graham, VP of Operations at 925-551-4245.