

Job Application – U.S. Salaried Staffing & U.S. Sales Hourly

This policy is effective with new job requisitions opened as of August 1, 2007. It applies to all external job applicants and U.S. salaried (exempt and non-exempt), sales hourly, or student employees.

The job application process is an integrated approach by which Kellogg advertises open positions (level 5 and below) and gathers the credentials of interested, self-nominated individuals.

Kellogg is an equal opportunity employer and encourages all candidates and employees to apply for those jobs which they feel they are qualified and meet minimum requirements.

Any exceptions not outlined in this policy must be approved the Senior Vice President, Global Human Resources.

Job Postings

Kellogg posts positions internally and externally that are Position Level 5 and below.¹ Exceptions to posting openings are limited to placing a Kellogg employee in a vacant position in the following circumstances:

- Business reorganizations
- Movement within job title/description in same location²
- Intern conversion³
- International assignments
- Acquisitions
- Progression assignments⁴
- Developmental assignments, or
- Other business-related exceptions as approved by a Senior Vice President of the affected organization unit and the respective HR Business Partner or HR Director.

Job openings may be posted internally-only if the relevant Affirmative Action Plan does not call for an external posting. Exception requests will require approval from the HR Business Partner or HR Director.

A posted job opportunity will include the following information about the position:

- Job title
- (*For internal, employee-access only*) Position Level
- Department
- Minimum qualifications to be considered for the job

¹While not required, Director-titled positions may be posted as well.

² Examples include moving from Shift Supervisor (2nd Shift) to Shift Supervisor (1st Shift) or Customer Service Representative (Wal*Mart) to Customer Service representative (Kroger).

³ For example, a full-time position offer to an intern in a predefined Intern-to-Hire Program such as the Marketing Internship Program.

⁴ Employee receiving a progression promotion within the same position and there is no replacement of another individual. (For example, Associate Product Development Scientist to Product Development Scientist.

- Preferred qualifications, if applicable
- Regular work hours
- Brief description of the position's primary duties
- Relocation program eligibility
- Ability to apply for immigration sponsorship for a work permit

All minimum and preferred qualifications will be predetermined prior to the job posting.

External candidates can view and express interest for posted positions on the Kellogg website, www.kelloggcareers.com. All candidates are required to be a minimum of age 18 at time of application. Kellogg employees can view posted positions and express interest by accessing the *Kellogg Career Center* through the Kellogg intranet.

Employees with more than 18 months in their current role are encouraged to advance their own careers by expressing interest for open positions⁵. Exceptions to the 18 months may be granted for special circumstances, but require approval by the employees' current manager and HR Business Partner or HR Manager⁶. (sales hourly and students employees are exempted from the 18-month requirement.)

All candidates – regardless of whether they are external or internal – must express interest by applying online for an open, posted position. All other forms of submission of interest – mail, facsimile, career fairs, personal delivery, etc. – cannot and will not be considered, and candidates will be redirected to use the appropriate online Kellogg resource to submit candidacy information. **All candidates can only express interest in posted positions. Generic submission of credentials to work for Kellogg is not accepted.**

Length of Posting

Generally, postings are accessible for all candidates to review and apply for 30 calendar days or until an offer is extended, whichever is less.

Job Screening

All candidates will be screened using the same criteria for the position and must meet minimum qualifications to be considered further. Generally speaking, the staffing stages are as follows: online questionnaire, recruiter phone screen, hiring manager phone screen and interview with a Kellogg interview panel. Candidate eligibility to move to each stage is based upon falling in the “most qualified group” for each respective stage. External candidates who score an ineffective rating at the onsite interview stage will not be eligible for consideration of the same job title for six months from the interview date. Candidate slates of at least three minimally qualified individuals will be required for consideration by the hiring manager. All exceptions will be subject to approval by Staffing and documented.

⁵ Employees who are granted in-progression promotions in the same job family can use the initial date they began in the job family to determine eligibility to post rather than the date of the most recent promotion. (For example, Associate Coordinator, Finance to Coordinator, Finance.)

⁶ Examples of exceptions to the 18 month in-role requirement: personal relocation; life-event (i.e. employee no longer able to travel); physical or mental limitation (i.e. with or without reasonable accommodation the employee is no longer able to perform the essential functions of his/her position); or any other decision approved by the appropriate level of Human resources post Legal review.

Kellogg uses interview guides to focus interviews on behavior-based questions and experiences. The same interviewers will interview all candidates being considered for the same position unless there is an unforeseen circumstance.

As a matter of policy, all external offers are contingent upon the candidate successfully passing a drug screen and background check. Under Kellogg Company policy, all employment is at-will and any exceptions must be in writing and approved by the Chief Executive Officer.

Communication of Status

Candidates' main points of contact throughout the job application process will be members of the Kellogg Staffing Team. Team members screen, schedule, coordinate and process candidates throughout the entire process. In the event a candidate does not advance further in the process, a Staffing team associate will inform the candidate of his/her status.

Procedures Specific to Current Employees

While Kellogg employees must follow the job application process and are considered with other employees and external candidates for open, posted positions, there are unique provisions for employees:

- Employees must utilize the internal mobility site (www.kelloggcareercenter.com) to view and apply for open positions.
- Employees who meet minimum requirements do not need to participate in the recruiter phone screen.
 - Salaried and Student Employee Postings: Employees who apply within 15 calendar days of the posting and are minimally qualified will be forwarded to the hiring manager for consideration on the first slate of candidates. Employees who apply after 15 calendar days and are minimally qualified will be included on a secondary slate provided to the hiring manager if more candidates are necessary.
 - Snacks Territory Managers and Route Sales Representations Postings: Employees who apply within seven calendar days of the posting and are minimally qualified will be forwarded to the hiring manager for consideration on the first slate of candidates. Employees who apply after seven calendar days and are minimally qualified will be included on a secondary slate provided to the hiring manager if more candidates are necessary.
 - Sales Hourly Postings: Employees who apply within five calendar days of the posting and are minimally qualified will be forwarded to the hiring manager for consideration on the first slate of candidates. Employees who apply after five calendar days and are minimally qualified will be included on a secondary slate provided to the hiring manager if more candidates are necessary.
- Employee qualifications will be determined based on the credentials submitted by the employee at the time of application and compared to the minimum qualifications of the position applied for.
- Employees are required to notify their manager if they are invited to participate in an interview with the hiring manager.
- Employees on a disciplinary Performance Improvement Plan (PIP) must have approval from their current manager and HR Business Partner in order to apply for open positions.
- Previous Kellogg employees and individuals on a severance leave of absence at Kellogg must apply as external candidates on www.kelloggcareers.com.

- Whenever a Kellogg employee receives and accepts an offer for a posted position, transfer of the employee will be coordinated between the current and future managers with assistance from the HR Business Partners or HR Managers.

Kellogg International Employees

Kellogg international employees may view and apply for open positions on www.kelloggcareers.com. Kellogg may be willing to apply for immigration sponsorship only if indicated on the job posting. International relocation may not be paid.