# **Career Services**

## **Eligibility**

Welcome to Johnson & Johnson Career Services. In partnership with Right Management, we will be working with you to provide professional, customized assistance in your career transition process.

This assistance will include coaching, workshops, tools and networking opportunities that are critical components of a job search. This includes:

- Support from a highly skilled team of consultants and staff.
- Opportunities to network with employers, recruiters and professionals.
- Access to technology that's specific to career transitions.

You will receive support to identify opportunities that fit with your strengths, preferences and values. Additionally, you will develop a resume, networking strategy, interviewing skills and learn to sell and promote yourself so that you will have a competitive advantage in a rapidly changing job market.

You are also eligible to have continued access to view and bid on open positions posted internally within Johnson & Johnson post separation through the Displaced Employee Job Portal. The access to view J&J internal postings through the Displaced Employee Job Portal will be valid for a period of **one year following your separation date.** You may set up your account by visiting <a href="https://jj.wd5.myworkdayjobs.com/DisplacedEmployees">https://jj.wd5.myworkdayjobs.com/DisplacedEmployees</a>.

Please don't hesitate to contact Career Services or Right Management with any questions regarding your employment service. We welcome the opportunity to work with your to help you identify and land the right job. We look forward to earning your trust and confidence.

**J&J Career Services** 

GSBenefits@its.jnj.com

**Right Management** 

getstarted@right.com

1-866-319-1690

## **Privacy Notice**

Welcome to Johnson & Johnson Career Services ("the Company"). This Privacy Statement is designed to tell you about our practices regarding collection, use, and disclosure of information that may be provided to us. Please be sure to read this entire Privacy Notice.

The processors of your data are as follows: Johnson & Johnson Affiliates – Human Resources staff – processing being limited to electronic data transfer of employment data to J&J Career Services.

### **Use and Disclosure of Information**

This personal information is collected, held and used for client tracking purposes.

We may disclose your personally identifiable information to third parties and if we do this, it will be in accordance with this Privacy Statement and in a way that ensures adequate protection for your personal data. Such as:

- a) To contractors we use to support our business (e.g., contract career consultant) in which case we will require such third parties to agree to treat it in accordance with this Privacy Statement;
- b) In connection with the sale, assignment, or other transfer of the business of this site to which the information relates, in which case we will require any such buyer to agree to treat it in accordance with this Privacy Statement; or
- c) where required by applicable laws, court orders, or government regulations.

## **Access, Correction, and Deletion**

You have the right to reasonable access to your personal information maintained by the Company and the right to connect such information, as appropriate. To keep your personally identifiable information accurate, current, and complete, the shared information can be viewed during the intake process with Career Services

This information will be retained by Career Services in accordance with Human Resources Document Retention Guidelines.

## **Security**

The Company is committed to protecting the security of your personal information. We use a variety of security technologies as well as procedures and take reasonable steps to protect your personally identifiable information from loss, misuse, and unauthorized access, disclosure, alteration, or destruction. For example, we store the personal information you provide on computer systems with limited access, which are located in controlled facilities. When we transmit highly confidential information over the Internet, we protect it by using encryption, such as the Secure Socket layer (SSL) protocol.

#### **How to Contact**

If you have any questions, comments, or concerns about this Privacy Statement or the information practices of J&J Career Services, please contact us as follows: <a href="mailto:GSBenefits@its.jnj.com">GSBenefits@its.jnj.com</a>.