

You + Your First Day!

Webinar

10:00AM – 10:30AM, CT

Housekeeping

- Mute your phones.
- If you have a question, please send it to universityrelations@conocophillips.com
- We will address all questions during the Q&A portion of the presentation.

Agenda

- Safety Moment
- Your Frequently Asked Questions ... Answered!
- Overview of the Resource Center
- Q&A Session



Speed Limits

- East, west and executive parking areas 9 mph
- Open Roads – 16 mph

No Cell Phones

- No cell phones (or other communication devices) are to be used while driving
- “Hands Free Devices” are considered to be one of the many “other communication devices” that are not to be used while driving

Pedestrian Awareness

- Always use designated cross walks when crossing aisles. When walking along two-way aisle, pedestrians should walk on edge of the aisle facing on coming traffic

Site security will adhere to reporting policies if you are observed speeding or using your cellular device

Tips for Moving Safely

- **Gear Up!**
 - Dollies – A major key to moving safely without incurring physical trauma is finding a way to not carry your boxes.
 - Furniture Gliders – Helpful when sliding large items, furniture into place and can be safer than using tools with wheels.
- **Clear a Path!**
 - Make sure there is a clear path from your vehicle to your door (this includes uneven sidewalks, stairs, other boxes and furniture).
- **If it feels too heavy, it is too heavy!**
 - If what you are attempting to lift and carry seems like too much of a stretch for your body, stop and get help! This sounds obvious, however, we are all guilty of moving items over our lifting capacity.
 - Lifting too heavy of items can lead to injuries in the following places: back, knees, ankles, wrists, and more.
- **Hydrate and Eat!**
 - As summer is approaching make sure you stay hydrated and energized. Take snack and stretch breaks often!

Your Frequently Asked Questions ... Answered!

Q: Where do I go on my first day? What time should I get there?

A: Typically your Functional Recruiting Coordinator or Supervisor will contact you at least two weeks prior to your first day to fill you in on the Day One details.

Your Frequently Asked Questions ... Answered!

Q: What is pre-employment due diligence? When does it start?

A: Pre-employment due diligence, also known as PEDD, is one of the first steps that you will take in the onboarding process. It typically begins 90 days prior to your start date.

Your pre-employment letter will specify what is required to complete your drug screen or medical exam.

Your Frequently Asked Questions ... Answered!

Q: What can I do to prepare myself for a successful first day?

- A:**
- Complete your pre-placement process in a timely manner.
 - Be open and honest with your supervisor.
 - Ask questions.
 - Approach your new job with an open mind.

New Hire + Intern Resource Center

New Hire + Intern Resource Center

universityhires.conocophillips.com

The screenshot displays the top navigation bar of the University Hires website. It features a red header with the following links: "RESOURCES & HELPFUL LINKS", "CONTACTS", and "BUSINESS UNITS". Below the header is the ConocoPhillips logo and the text "University Hires". The main navigation menu includes "New Hires", "Interns", "Work & Housing Locations", "Tips from Professionals", and a search icon. The main content area is divided into three sections: 1. A large banner with the text "University Hires" and "Welcome to the New Hire and Intern Resource Center!" over a background image of three people. 2. A "New Hire Resources" card with the text "As a new hire, get information on finding a roommate or search through employee rentals" and a red "LEARN MORE" button. 3. An "Intern Resources" card with the text "Get information on rooming and rental properties as well as search for events on intern calendar." and a red "LEARN MORE" button.

RESOURCES & HELPFUL LINKS CONTACTS BUSINESS UNITS

ConocoPhillips
University Hires

New Hires Interns Work & Housing Locations Tips from Professionals

University Hires
Welcome to the New Hire and Intern Resource Center!

New Hire Resources
As a new hire, get information on finding a roommate or search through employee rentals
LEARN MORE

Intern Resources
Get information on rooming and rental properties as well as search for events on intern calendar.
LEARN MORE

University Relations Advisors



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New Hire + Intern Resource Center

<http://universityhires.conocophillips.com>

Functional Recruiting Coordinators

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Why haven't I received emails?

-- Most likely they have landed in your Spam folder. Please regularly check your Spam folder leading up to your start date for very important and time sensitive information.



Who do we discuss any scheduling conflicts with throughout the summer?

--Please refer to your supervisor for all schedule related questions, they will have the most up to date information regarding your team and deadlines. If you know of a scheduling conflict, please let your supervisor know as soon as possible.



Do we get parking passes for the summer/Is there a bike storage facility on campus?

-- Yes, you will receive a pass for the garage in Houston. Bartlesville has a free parking lot available to employees, as well as paid parking options.

-- Yes, there are bike storage facilities on campus.



How many days prior to my start date should I arrive?

-- This is personal preference, most interns have relocated at-least the weekend before their start date to ensure they know traffic patterns to their office location, and get a feel for the city they will be living in. There is no right or wrong time to arrive.



**What can we expect as far as training programs throughout the summer?
Will this take place in the corresponding city we will be based in.**

-- All interns are eligible to participate in development series events provided by university relations throughout the summer. Many individual functions will have lunch and learns and function specific programs for their interns.



What is the dress code at ConocoPhillips?

-- Everyday dress code is business casual, this is equivalent to your “Sunday best”. Please refrain from wearing flip flops, shorts, tank tops, etc. (Most teams where jeans on Friday, please double check with your supervisor)

-- Final presentation dress code will be business formal.



**When does the office open and close? Can I stay late to complete my work?
Are overtime opportunities available?**

-- Buildings are open 24 hours. The core hours of business are between 9 am and 3 pm, however many individuals come and go between approximately 6 am and 7 pm. Facilities/Security can be contacted to ensure lights and air systems stay on, and your badging access accommodates your needs.

-- Supervisors should be contacted about overtime possibilities, this will be on an individual intern basis.



I heard ConocoPhillips offers a 401k? Does this include a 401k match?

-- Yes, you may begin enrolling in benefits as soon as your first day of work. There is a minimum of 1% of your base salary that you have to contribute into the 401K plan, and the company will match dollar for dollar up to the first 6% of your pay. Interns are eligible to participate in the 401k match.



Has there ever been an extension of an internship?

-- Yes, the minimum time frame of an internship is 10-12 weeks. If you would like to pursue an extension please speak with your supervisor as soon as possible to see if this can be accommodated.



Are interns expected to do a presentation on their research?

--Interns are expected to give a final presentation at the end of their summer on completed projects, research, etc. Supervisors will guide interns in this area.



How do I find my ConocoPhillips username and password?

-- You will receive your official ConocoPhillips employee id on your first day, until then you can use the same username and password you created to log into our career site as an applicant.



Are there any materials I need to bring on the first day that are useful such as books, and reference materials?

--As far as office supplies, this is all provided for you.

--If you believe class material will help you complete your job, feel free to bring materials.



Is there a bus system that runs to and from Houston Campus?

-- We have a shuttle that runs during our core work hours between our Main Campus and EC3 office buildings.