

# You +

ConocoPhillips

March 2017

At ConocoPhillips, we believe in sharing knowledge. That's why we're bringing you a monthly overview of company news and information to help you during your transition. It's not just you—it's *You +*.

## You + Pre-employment Process

About 90 days before your start date, you will receive several emails regarding the pre-employment process (PEDD). These emails might be redirected to your spam folder, so please be sure to look for them. It is necessary for you to complete and respond to all required areas in a timely manner to ensure that you are able to start as planned. In fact, the sooner you can finish the requirements, the better.

The required actions include:

- + **Drug Screen** – An email will be sent to you regarding the required drug screen, the approved clinic name, address, phone number and the window of time in which testing must be completed.
- + **Background Check & I-9 Verification Forms** – As part of our commitment to providing a safe work environment, all new employees are required to submit and pass a background check and complete an I-9 Verification Form. This email will come from HireRight. The required information should be completed within **three days** of receiving the email.
- + **Payroll** – We offer direct deposit for all employees.
  - o Interns – your form will be sent with your other PEDD material.
  - o New Hires – you will receive your direct deposit and other benefits enrollment forms during your new hire orientation.

Remember, all the items above must be successfully completed before you can begin work. To ensure these items are delivered to you on-time, please keep your contact information up-to-date on your ConocoPhillips [career profile](#).

If you have any questions about PEDD, contact HR Connections at 877-812-7547.

## SPiRiT Value Spotlight

Our SPiRiT Values set the tone for how we behave with all our stakeholders, internally and externally. They are a source of pride and unify our organization. These values are recognized throughout the industry and distinguish us from our competitors.



## RESPONSIBILITY

We are accountable for our actions. We are a good neighbor and citizen in the communities where we operate.

Last month in Houston, company volunteers played a role in Super Bowl Live by hosting a ConocoPhillips booth in the STEM activity area and guided attendees through a fun, interactive game that allowed participants to engage in the process of exploring for oil.

## Frequently Asked Questions

*What will my work week look like?*

The standard schedule at ConocoPhillips is Monday through Friday, eight hours per day, totaling 40 hours. In addition, we have two alternative schedules that may be available to you:

- + 9/80 – Employees work nine hours per day Monday through Thursday and on alternate Fridays either work eight hours or are scheduled off.
- + 19/30 – Employees work an extra 30 minutes each day during the month and can choose, with prior supervisory approval, which day of that month they want as their “day off.”

In addition to the three work schedules, nine paid holidays are observed on an annual basis. Those employees participating in standard or 19/30 work schedules also observe a floating holiday.

## Need Summer Housing?

- + Many ConocoPhillips employees have rental properties or are willing to let you rent a room in their own home for the duration of the summer. Throughout the last several years, this has been a popular housing option for many interns.

For more information, please click [here](#) to find employee contacts and current available listings.

## Did You Know?

- + The American Petroleum Institute (API) recently launched a national ad campaign - **Power Past Impossible** – during Super Bowl LI to showcase how natural gas and oil play a key role in American's everyday lives. The campaign also raises awareness of the role of the industry in economic growth, job creation, environmental stewardship and national security.

ConocoPhillips has played an integral role in the development of the campaign along with other API member companies. In addition to reaching a broad audience, the campaign, targeted to millennials, aims to create a more positive view of the energy business and how it makes their everyday lives possible.

Visit [PowerPastImpossible.org](http://PowerPastImpossible.org) to watch the ad and learn more about the ways everyone's lives are touched by oil and natural gas.

## In The News

- + **The United States of Oil and Gas:** Click [here](#) to see every active oil and gas well in the U.S, their historic well date, and other interactive maps.
- + **One of the World's Biggest Oil Companies Tries Drones to Save Lives:** Click [here](#) read this article.

## Stay Connected

For more ConocoPhillips news and information, find us here:



**Still have questions?** Send us an email at [universityrelations@conocophillips.com](mailto:universityrelations@conocophillips.com)