

# University Relations

## Monthly Newsletter

April 2022



### Pre-Employment Due Diligence (PEDD)

Pre-Employment Due Diligence (PEDD) is a series of pre-employment requirements for interns and university hires to complete to be cleared for hire. Please review the *time sensitive* process described below:



- ConocoPhillips initiates PEDD about 90 days before start date**
  - Interns:** Initiated during the week of March 7 for interns beginning May 23.
  - New Hires:** Initiated during the week of April 11 for new hires starting June 6 (all other start dates can expect PEDD to be initiated ~90 days in advance of your start date).
  - Once initiated, it can take up to two weeks for the PEDD emails to arrive to student inboxes.
- Students receive PEDD email(s) from [ats@cop.com](mailto:ats@cop.com), [recruitus@cop.com](mailto:recruitus@cop.com) and HireRight**
  - Once received, please promptly review the information and follow all instructions to complete the requirements.
  - If you don't receive your email two weeks after PEDD is initiated, please contact [University Relations](#).
- Students complete PEDD requirements in a timely manner**
  - Students have 30 days from the date the email is sent to complete the requirements. *Don't delay!*
  - The process takes a minimum of two weeks to process once you complete the requirements.
- ConocoPhillips receives PEDD results**
  - Once PEDD is completed and processed ConocoPhillips will be notified of your results.
  - Pending completion/passing results, students are cleared for hire and receive status confirmation.

### What's Next

- ✓ **University Panel:** Join University Relations and recent new hires from local New Hire Networks to learn about how to make the most of your internship and early career. This is an opportunity for you to ask questions and network with those who were recently in your shoes! The event is Tuesday, April 19 from 2-3 p.m. CT. A Teams invite will be sent.
- ✓ **Pre-Arrival Communication:** You can expect to receive a welcome email with information on what to expect for your first day, once you clear PEDD, and an introduction to your supervisor prior to your first day.



### Keep Up with ConocoPhillips in the News!

- + [ConocoPhillips contributes to humanitarian efforts in Ukraine](#)
- + [Watch Ryan Lance, ConocoPhillips CEO, at CERAWEEK](#)



S P I R I T  
SAFETY PEOPLE INTEGRITY RESPONSIBILITY INNOVATION TEAMWORK

### SPiRiT Value Spotlight: Innovation

On Alaska's North Slope, ConocoPhillips operates the Kuparuk River Unit. In such remote locations, ConocoPhillips is testing 3D printing to see if it can ease supply chain logistical challenges. Read more about how ConocoPhillips is testing additive manufacturing [here](#).

### Diversity, Equity & Inclusion Spotlight:

In March ConocoPhillips celebrated International Women's Day, a day honoring the social, economic, cultural and political achievements of women. This year's campaign theme is #BreakTheBias, acknowledging that bias makes it difficult for women to move ahead.



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ConocoPhillips

### Contact List

For questions pertaining to a particular *function or business group* please contact your Functional Recruiting Coordinator (FRC):

Function	FRC	Contact
Commercial	Tori Kuykendall	<a href="mailto:Tori.D.Kuykendall@conocophillips.com">Tori.D.Kuykendall@conocophillips.com</a>
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For *general* questions about ConocoPhillips' U.S. New Hire or Intern programs (i.e., processes, guidelines, etc.), please contact [University Relations](#).

### Stay Connected

For more ConocoPhillips news and information, find us here: [conocophillips.com](http://conocophillips.com)  
Still have questions? Send us an email at [UniversityRelations@ConocoPhillips.com](mailto:UniversityRelations@ConocoPhillips.com)

