

# University Relations

## Monthly Newsletter

March 2022



### Coming Soon: 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 see 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



- ✓ **About Me Slide:** Please complete the template attached to this email by **April 1** and return to [University Relations](#). Instructions are included in the file attachment.
- ✓ **Pre-Arrival Survey:** Please complete [this short survey](#) if you have not already done so. It was due February 25.
- ✓ **Getting Ready for Your First Day:** Thanks to those who joined University Relations for the Webinar on Feb. 22. Please find the presentation slides and recording here: [You + Your First Day | ConocoPhillips University Hires](#)
- ✓ **Housing:** Continue to utilize the [housing resources](#) to secure your living accommodations.
- ✓ **Update** your contact information on your [Careers.ConocoPhillips.com](https://careers.conocophillips.com) profile to ensure you receive all communication.

### Keep Up with ConocoPhillips in the News!



- + [ConocoPhillips Completes Purchase of Additional 10% Shareholding Interest in APLNG](#)
- + [ConocoPhillips Reports Fourth-Quarter And Full-Year 2021 Results](#)

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

### SPIRIT Value Spotlight:

ConocoPhillips continues to support communities around the world and empower them in the fight against COVID-19 and its variants. In 2021, ConocoPhillips Qatar helped to [deliver 1.6 million doses](#) of the vaccine to key business and industry workers.

### Diversity, Equity & Inclusion Spotlight:

At ConocoPhillips, actions matter. Valuing everyone's contribution isn't just something we talk about. It's what we put into practice each day. View more about our commitment to Diversity, Equity, and Inclusion (DEI) [here](#).



# University Relations

## Monthly Newsletter



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>
Engineering	Anna Vuong	<a href="mailto:Anna.Vuong@conocophillips.com">Anna.Vuong@conocophillips.com</a>
Finance	Jeremy Henderson	<a href="mailto:Jeremy.C.Henderson@conocophillips.com">Jeremy.C.Henderson@conocophillips.com</a>
	Callie Harris	<a href="mailto:Callie.Harris@conocophillips.com">Callie.Harris@conocophillips.com</a>
Geoscience	LaToya Henderson	<a href="mailto:LaToya.Henderson@conocophillips.com">LaToya.Henderson@conocophillips.com</a>
Human Resources	Landry Henthorne	<a href="mailto:Landry.Henthorne@conocophillips.com">Landry.Henthorne@conocophillips.com</a>
Health, Safety, Environmental (HSE)	Anna Vuong	<a href="mailto:Anna.Vuong@conocophillips.com">Anna.Vuong@conocophillips.com</a>
Information Technology (IT)	IT University Recruiting	<a href="mailto:COPITRecruiting@conocophillips.com">COPITRecruiting@conocophillips.com</a>
	Rachel Bates	<a href="mailto:Rachel.D.Bates@conocophillips.com">Rachel.D.Bates@conocophillips.com</a>
Land Administration	Ryan Fisher	<a href="mailto:Ryan.Fischer@conocophillips.com">Ryan.Fischer@conocophillips.com</a>
Land	Teri Bruton	<a href="mailto:Teri.J.Bruton@conocophillips.com">Teri.J.Bruton@conocophillips.com</a>
	Ashley Ojeda	<a href="mailto:Ashley.L.Ojeda@conocophillips.com">Ashley.L.Ojeda@conocophillips.com</a>
Supply Chain	Maalika Moore-Thomas	<a href="mailto:Maalika.Moore-Thomas@conocophillips.com">Maalika.Moore-Thomas@conocophillips.com</a>

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)

