

Human Resources Department

Recruiting Program

INTRODUCTION

The Human Resource Recruiting Committee is recommending a comprehensive recruiting program designed to attract and hire a comparable number of candidates as in prior years. In addition to program objectives, this booklet contains sections outlining assignments, programs, plans, statistics, and general information for use by those involved in the program. Through the use of this manual and the efforts of the Human Resources Recruiting Committee we will obtain a self-sustaining recruiting process that supports the Human Resources department.

OBJECTIVES

Recruiting objectives for this year's program are as follows:

- ! To maintain 95% of your approved staffing levels in any given year.
- ! To maintain consistency with corporate EEC goals, the new hire complement should include the following mix:
 - S Minorities and women employees in proportion to national availability.
- ! To hire 20-30 highly qualified campus recruits who have the academic and personal skills to help move this department into the next century.
- ! To hire highly qualified experienced candidates when and where positions are available.
- ! To continue improving Amoco's presence on campus.
- ! To continue refining overall program administration.

STRATEGIES/TACTICS

Strategies to be employed in achieving these objectives are outlined below:

- ! Maximize use of internship programs.
- ! Identify and recruit the majority of the campus candidates during the fall recruiting season.
- ! Continue using the Ten Point Program as the basis for recruiting minorities. A copy is shown on the facing page.
- ! Wherever possible we will attempt to make job and location specific offers.

RECRUITING COMMITTEE

Member

C. W. Gorski
P. A. Argyris
J. N. Armstrong
S. K. Bowman
C. A. Bullock
R. J. Butler
N. W. Redelsheimer
C. P. Roberts
C. Rzonca
J. E. Segó

Chairman
Amoco Production Company
AC-Merit Employment
AC-HRSDI
AC-HR Services Department
AC-Compensation & Benefits
Amoco Oil Company
Secretary
AC-HR Information Systems
Amoco Chemical Company

TEN POINT PROGRAM

- ! Each subsidiary and major Amoco department will establish specific recruiting goals for minorities, particularly blacks and females. This is currently being implemented and recruiting goals will be disseminated to the personnel who have responsibility for recruitment and selection.
- ! Each subsidiary and/or major Amoco department will establish one or more minority scholarships each year based on recruiting needs. These scholarships will be funded from operating budgets with the individual scholarship recipients to be selected by personnel within each organization.
- ! Experienced minority and female candidates will be hired to fill selected openings to assist in attaining our recruiting and upward mobility goals.
- ! Recruiters will be selected and trained to maintain a continuing relationship at schools where they recruit. These recruiters will maintain their recruiting assignment, if at all possible for a minimum of three years regardless of a change in job assignment.
- ! The number of minority summer internships will be increased with emphasis placed on developing meaningful summer work and to provide the opportunity for the students and company personnel to become better acquainted.
- ! Company personnel involved in the selection of candidates will consider on a case-by-case basis increased starting salaries for all candidates, especially highly qualified minorities.
- ! Applicants will be actively considered who are in the top half of their class. Grade point shall be only one factor in the selection process in addition to considering summer work experience, effort expended to earn money for his/her education, and extracurricular activities.
- ! A coordination of the company's participation in the outreach program will be implemented to provide better utilization of manpower and monies expended.
- ! A program will be developed and implemented to assign mentors to all new employees particularly minority employees, during the first two years of employment.
- ! Senior management will receive recruiting and upward mobility reports periodically throughout the year to monitor the progress of these programs.

Role of Recruiting Committee

- ! To establish a recruiting process within Human Resources department that is self sustaining.
- ! Ensure an active internship program is established with the specific goal of attracting and hiring minority and women candidates.
- ! To review plans and establish goals based upon departmental staff requirements
- ! To offer candidates job and location specific employment opportunities in a timely manner.
- ! The HR Recruiting Coordinator will work with the campus recruiters in the overall coordination and support of activities at each university.

POLICY CHANGE

The overall scope of the campus recruiting effort will be approximately the same. However, it is intended that strong emphasis will be placed on continuing to expand our presence on campus at selected key schools with well-established Human Resources programs.

The one key policy change is as follows:

- ! New campus recruiters must have at least 5 years of Amoco experience. Note: This new policy will not affect any recruiters already in place from prior seasons.

We still encourage the use of more junior employees to participate on campus (especially recent alumni) for receptions, job fairs, etc.