

Recruitment Communication

CAMPUS DROP

Date

Name

Address

City

Dear :

Thank you for taking the time to meet with me during our recent visit to _____ University to discuss career opportunities with Amoco Corporation.

At Amoco, we place great emphasis on matching an applicants background and career interests with the job requirements and career opportunities which are available. After careful review and consideration, we do not feel that we will be able to provide the opportunity you are seeking.

We appreciate your interest in the Human Resources Department of Amoco Corporation, and extend our best wishes for your future success.

Sincerely,

Campus Recruiter

OFFICE INVITATION LETTER

Date

Name

Address

City

Dear :

I appreciated speaking with you during my visit to _____ University and would like to invite you to visit our corporate headquarters. At that time, you will be able to meet other members of our staff and we can further discuss employment opportunities within the Human Resources Department of Amoco Corporation.

Your visit can be scheduled on a mutually convenient weekday by calling Alicia Leal (Monday through Friday) collect at (312) 856-3506. We sincerely hope you will accept our invitation and look forward to hearing from you in the near future.

Cordially,

Campus Recruiter

C. P. Roberts

ARRANGEMENTS LETTER

Date

Name

Address

City

Dear :

We have completed arrangements for your visit to Amoco Corporation Headquarters in Chicago on date . At that time you will have the chance to learn more about career opportunities with our company.

Hotel reservations have been made in your name at hotel name and address . The reservation is guaranteed for Late arrival. The confirmation number is . When registering, please be sure to indicate that you are part of the Amoco Corporation Recruiting Program.

On the morning of your interview, please check out and charge you hotel expenses to Amoco. Do not pay the bill. However, please make sure you receive a copy to bring to your interview. If the hotel has any questions, have the individual call Alicia Leal at 656-3506.

The Amoco Building is located at 200 East Randolph Drive. Please come directly to the Human Resources Department on the lower level (southwest corner) of the building where I will meet you to begin on the day's interviews. Your formal interview schedule will last from 9:00 a.m. until approximately 2:00 p.m., including lunch.

Prior to your visit, please complete the enclosed employment application materials and bring them with you on the day of your interview.

I am looking forward to seeing you.

Cordially,

Professional Recruiting Coordinator

Enclosures

IN HOUSE DROP LETTER

Date

Name

Address

City

Dear :

Thank you for your recent visit to the offices of Amoco Corporation to discuss career opportunities with Amoco Corporation. We appreciate your taking the time to consider employment opportunities with our company.

At Amoco we place great emphasis on matching an applicant's background with the requirements of our current job openings. After reviewing our present hiring needs and your qualifications, we find we are unable to further pursue the employment opportunity you are seeking.

We appreciate you thinking of our company and wish you success in finding a rewarding position.

Sincerely,

C. P. Roberts

OFFER LETTER

Date

Name

Address

City

Dear:

We would like to thank you for visiting our Corporate Headquarters on _____ to further discuss career opportunities with Amoco.

Everyone involved in the interview process was impressed by your academic accomplishments, personal qualities, and professional aspirations. We are confident of a match between your career objectives and the diverse opportunities and exciting challenges which Amoco has to offer. Therefore, I am pleased to confirm our verbal offer for a position in the Human Resources Department at a annual salary of _____.

Upon receiving a positive response to our offer, I will forward additional information detailing the contingencies of your employment. Specifically they are:

1. The information and qualifications you provided during our selection process which is subject to verification.
2. Successful completion of a routine pre-employment medical examination. Your examination can be scheduled by calling Blanche Stubbs at (312) 856-5552. Please note that this examination can take up to two weeks to schedule and must be completed a minimum of 10 working days prior to your first day of employment. Please plan your schedule accordingly.
3. Establishing employment eligibility under the Immigration Reform and Control Act of 1986 (see attached Notice to All Applicants).

As a reminder, included in our offer are all Amoco Benefit Plans. An Employee Benefit package has been enclosed for your further information which covers, among other benefits, the Educational Assistance Program and the Corporate Saving. Plan. *[Also, you will qualify for Amoco's moving expense policy for new employees. Included in that policy, is a relocation payment equivalent to 1 week salary, in addition to reimbursement of actual moving expenses. A description is enclosed.]

For planning purposes, we would like to hear of your decision in writing by _____. Your specific assignment will be discussed at a later date. If you need additional information, please do not hesitate to call me collect at any time at (312) 856-5490. I am looking forward to hearing from you.

Cordially,

C. P. Roberts

PRIOR INTERN OFFER LETTER

Date

Name
Address
City

Dear :

During your internship in the Human Resources Department, members of our management with whom you worked were impressed with your qualifications, work performance and your potential with the department and the company. You can be very proud of the excellent academic record you have achieved in the past, and we all feel very strongly that this excellence will carry forward into your business endeavors.

As a result, I would like to confirm our verbal offer that we discussed for a position in the Human Resources Department at an annual salary of _____. We all believe that you will be a valuable addition to our company and that Amoco will be able to offer you the challenging opportunities you are seeking.

Your employment is contingent upon:

- ! Successful completion of a pre-employment medical examination which includes testing for drugs and alcohol. The aforementioned is applicable in instances where an educational leave of absence exceeds six months.
- ! Verification of any credentials provided to Amoco during the selection process such as receipt of a certified copy of your final transcript.

As a reminder, included in our offer are, all Amoco benefit plans. An Employee Benefit package has been enclosed for your further information which covers, among other benefits, the Educational Assistance Program and the Corporate Savings Plan. *[In which a description is enclosed. Included in that policy is a relocation payment equivalent to 1 week a salary in addition to reimbursement of actual moving expenses.]

For planning purposes, we would like to hear of your decision in writing by _____. Your specific assignment will be discussed at a later date. If you need additional information, please do not hesitate to call me or Chuck Roberts, Human Resources Recruiting Coordinator at (312) 856-5490, at any time. My office number is _____. Also, feel free to call me at home at _____. I am looking forward to hearing from you.

Cordially,

Supervisor

C. P. Roberts

ASSIGNMENT/WELCOME LETTER

Date

Name
Address
City

Dear :

On behalf of the Human Resources Department of Amoco, welcome! We are truly pleased that you have accepted our offer of employment. i am sure you will enjoy the work and involvement with the fine people in our department.

Your preferred start date of _____ will work out fine for us. On that date, please come directly to the Human Resources Department, located on the lower level, southwest corner, at 8:15 a.m. for payroll/benefits enrollment. At that time, please bring the following documents with you:

- ! Birth certificate issued by state, county or municipal authority-bearing a seal of other certification.
- ! One other form of identification to satisfy verification requirements of the Immigration Reform and Control Act such as a drivers license, school ID., or voter's registration card.
- ! Your copy of the Employee Benefit package mailed to you with our offer letter.

Enclosed is some information which will be helpful for you to review and understand. It is important that you keep this information and bring it with you when you report for orientation. This includes:

- Copy of our Employment Benefit Plans Highlights
- Medical Care Cost Information
- A packet describing the HMO's available to employees in the General Office. If you wish to enroll in an HMO, be sure to bring the appropriate completed form from your packet with you to orientation.

Prior to start date, your supervisor will call you to discuss the nature of your upcoming responsibilities. In the interim, should any questions arises feel free to call me collect at (312) 856-5490. Finally, please arrange to have a copy of your transcript Bent directly to me after your spring grades are posted.

We look forward to your arrival!

Sincerely,

Professional Recruiting Coordinator

CAMPUS RECRUITER FOLLOW-UP LETTER

Date

Name

Address

City

Dear :

I am very pleased that you accepted our offer to join the Human Resources Department. We believe that the combination of your skills, attributes and career goals will fit well at Amoco. These characteristics should contribute to a successful career with our company.

Amoco holds many exciting prospects for a person of your caliber. We are a major integrated oil company operating worldwide in over 40 foreign countries. Our subsidiaries explore for and produce crude oil and natural gas, refine and market oil products, and engage in the chemicals business. Our industry is challenged to provide essential energy and chemical products in a competitive business environment. It is characterized by shifting international, political, economic and monetary factors. This creates a very dynamic environment for the development and implementation of strategic programs for continued growth.

More importantly, Amoco will help you mature as a HR professional through challenging work assignments.

Again, student's name, I believe Amoco will provide you with excellent growth and development opportunities thereby allowing you to achieve your career goals. If I may be of any personal assistance, please do not hesitate to contact me. I look forward to hearing from you.

Sincerely,

Campus Recruiter

STAPLE BUSINESS CARD TO LETTER

AFTER ACCEPTANCE INFORMATION LETTER

Date

Name

Address

City

Dear :

Congratulations on accepting our offer! We are very glad that you have chose Amoco Corporation as the place to begin your career.

Even though graduation is still several months away, you have no doubt begun wondering about your starting date and initial assignment. Starting dates are very flexible in the Human Resources Department and depend primarily on your schedule for the summer. The only restriction is that you must start at the beginning of a week so you can participate in our general orientation session on your first day. Please notify me of your preferred starting date some time during the month of March.

Initial departmental assignments will be decided beginning in late March and generally will continue through May. If you have any specific preferences or questions, feel free to call me collect. We will notify you as soon as possible after your assignment is determined.

Finally, we should make arrangements for your medical examination in the next month. Please call Blanche Stubbs collect at (312) 856-5552 to schedule your exam. Please note this examination can take up to two weeks to schedule and must be completed a minimum of 10 working days prior to your first day of employment.

Good luck in your final term at school. I look forward to talking with you soon.

Sincerely,

Professional Recruiting Coordinator