

## IN-HOUSE INTERVIEWING PROGRAM

! Eight recruiting teams will be responsible for the in-house program, as well as one experienced candidate team. Each team will have eight or nine members as follows:

- 1 Team Leader
- 7-8 Human Resources Supervisors/Professionals (at least 2 years experience) who serve as primary interviewers.

A list of eligible lunch hosts (See Appendix A).

Note: Three off site teams will be developed at the following locations: Houston, Texas City, Chocolate Bayou and Atlanta.

! A member of the Recruiting Committee has been assigned to each team to assist team leaders with overall coordination. Team leaders are responsible for coordinating schedules and finding replacements as needed.

! Personnel assigned to teams generally are from different organizational units--objective is to expose students to a greater number of HR work areas.

! The Team Leader will be responsible for the team's objective of evaluation of the candidates and selling students on our program and also for providing feedback to team members on recruiting results.

! Interview schedule will continue to be structured,

- 1) students will be exposed to company representatives at various levels.
  - Recruiting Committee Member
  - HR Supervisor/Managers, Professionals
  - One or two Lunch Participants
  - HR Recruiting Coordinator
- 2) Campus recruiters, lunch participants, and the HR Recruiting Coordinator should place greater emphasis on selling the students on Amoco; the Recruiting Committee member and other team members should concentrate more heavily on evaluating the students.
- 3) The lunch host will have an additional role. As well as evaluating interpersonal and communication skills, they are to probe the candidate for job specific information such as, geographical preferences, assignment preferences, field vs general office, etc.
- 4) Interview day will end with a brief wrap-up meeting with the HR Recruiting Coordinator after lunch.

- ! Each interviewer, other than the lunch participant, will complete the Human Resources interview guide which will be provided.
  - 1) The interview guide is designed to result in a consistent evaluation of candidates by interviewers.
  - 2) The interview guide is very much the same as that used by campus recruiters.
  - 3) Interviewers should rate the student in the dimensions listed for their position, including a final recommendation (Offer/No Interest), and to make specific comments supporting those ratings.
  - 4) Interview guides should be completed the same day and sent directly to the Team Leader.
  
- ! The Lunch Participant will complete the Office Visit Evaluation Form. This should be done after lunch.
  - 1) This form is designed to concentrate on the evaluation of interpersonal skills and level of interest. Comments should also be made pertaining to the candidates assignment preferences.
  - 2) Lunch host should make specific comments supporting their final recommendation (Offer/No Interest). Comments should also be made pertaining to the candidates assignment preferences.
  - 3) Form should be completed the same day and sent directly to the Team Leader.
  
- ! The Team Leaders will be responsible for conducting Data Integration and for developing a recommendation on all candidates reviewed by their team. The Data Integration Chart must be completed for all candidates and a consensus reached on each of the dimensions listed. [See Appendix A].
  
- ! The Team Leader is responsible for the completion of the Data Integration Chart. This, along with completed interview guides, should be sent to the HR Recruiting Coordinator. All hire/drop decisions must be made within 48 hours.
  
- ! The HR Recruiting Coordinator will forward copies of this package to Recruiting Committee members along with copies of the candidate's resume and transcript.
  
- ! Whenever its deem appropriate, we encourage making excellent candidates job offers before they leave the building. Typically, the HR Recruiting coordinator will make the offer at the end of the day.

**OFFICE VISIT EVALUATION**

Candidate's Name \_\_\_\_\_ School \_\_\_\_\_

You have had an opportunity during lunch to talk with the above-named candidate on a rather informal basis. Therefore, you may be in the best position to evaluate the candidate's interpersonal skills and level of interest in Amoco and the Human Resources department. At the same time you may have become aware of concerns and/or expectations the candidate has about his/her initial job opportunity. Please provide comments on these items as well as other information you think may be helpful in evaluating the candidate.

Interpersonal Skills \_\_\_\_\_

\_\_\_\_\_

Level of Interest \_\_\_\_\_

\_\_\_\_\_

Other Comments \_\_\_\_\_

\_\_\_\_\_

OVERALL ASSESSMENT:

Outstanding

Satisfactory

Highly Satisfactory

Unsatisfactory

RECOMMENDATION

Offer \_\_\_\_\_

No Interest \_\_\_\_\_