

INTERNSHIP PROGRAM

Objectives

- ! Identify highly qualified individuals who are interested in pursuing full-time careers with Amoco.
- ! Emphasize the identification of minority intern candidates in conjunction with corporate and departmental hiring goals. Target should be at least 40-50% minority.
- ! Provide the interns with valuable Human Resources experience and an enjoyable atmosphere so that they will be good spokespersons for Amoco when they return to campus.
- ! Sell the interns on the benefits of a professional career in industry with Amoco so that a full-time offer, if extended, will likely be accepted.
- ! Obtain good performance from the interns (both quantitative and qualitative) in order to increase the productivity of the entire work group during the internship period.

Hiring Goals

- ! Summer intern goals by school will be communicated to recruiters by the HR Recruiting Committee during February. Hiring goals will be based on available assignments and estimated full-time employee requirements for the subsequent year. See Appendix B for a list of summer interns.
- ! Interns for fall and winter/spring periods (normally more difficult to find) can be arranged by recruiters as candidates are identified.

Identifying Candidates

- ! Campus recruiters are responsible for setting up interview schedules on campus to screen candidates for internship positions.
- ! Whenever possible, closed schedules should be arranged from resumes/data sheets submitted by students.
- ! Top intern candidates should also be identified through faculty contacts on campus.
- ! Recruiters are responsible for ensuring that proper campus publicity for internship recruiting visits is presented by placements office, faculty administrators, etc.

Minority Internships

- ! Emphasis should be placed on identifying minority internship candidates (Black and Hispanics) in support of, and consistent with, the Human Resources department minority hiring goals.
- ! Recruiters should identify on campus minority student organizations and develop an on-going involvement in their functions.
- ! Contacts with faculty members should be developed and utilized to identify minority interns.
- ! If an INROADS intern within the HR department attends a school from which HR recruits, the campus recruiter should establish and maintain contact with the intern.

Internship Recruiting

- ! Recruiting committee should identify department intern needs in January/February of each year and set hiring goals for each school.
- ! Campus recruiters should identify and make offers to qualified students to meet the goals, Offer letters should be sent by the campus recruiters with a copy to the HR Recruiting Coordinator (See Appendix B).
- ! The HR Recruiting Coordinator will provide campus recruiters with the appropriate salary rate and work assignment for each intern.
- ! The HR Recruiting Coordinator in conjunction with the Intern Committee, will handle housing arrangements, physical exam requirements, summer activity coordination. etc.
- ! Campus recruiters will send drop letters [See Appendix B).
- ! Strong candidates for whom no space is available may be identified. Initially, they may be put on hold. If nothing opens up, there is an appropriate “Drop After Hold” letter which is an example of a way to stay in touch with such individuals and encourage their interest in Amoco. [See Appendix B for letters).
- ! All new interns will be assigned advisors prior to their first day of work. (See insert covering the Amoco Advisor Program).

Internship Activity

- ! The Recruiting Committee will solicit intern requirements from the department managers during the fourth quarter of the prior year. Assignment of summer interns to specific work groups will be made during February/March.

- ! Relocation and housing assistance will be provided for out-of-town interns. The objectives are to facilitate the move to their assigned location, reduce the added burden of living expense for those from out-of-town, and to group interns to provide companionship. (Details to follow).
- ! Arrangements will be made to have required medical exams completed and results in the G.O. before interns' preferred starting dates. Interns should call Blanche Stubbs at (312) 856-5552 to schedule.
- ! A written outline of the intern's assignment should be prepared by the supervisor at the time the location specific offer is made and forwarded to the HR Recruiting Coordinator two weeks prior to the intern's starting date.
- ! Prior to the intern's starting date, the supervisor should contact the intern, welcome him/her to Amoco, and briefly describe the assignment.
- ! On the intern's first day, the supervisor should discuss the written assignment outline with the intern.
- ! The APM process should be used throughout the interns time with the company.
- ! A written evaluation (APM form--See Appendix C) should be prepared at approximately the end of the second month and submitted to the HR Recruiting Coordinator no later than August 1. The evaluation, with the recommendation section blocked off, should be discussed with the intern.
- ! A schedule of activities and trips for summer interns will be arranged by the Intern Committee. See Appendix B for a list of typical intern activities. Each department should also plan activities unique to their area.
- ! The campus recruiters should maintain contact, with the interns during their work assignment at Amoco.

Full-Time Job Offers

- ! There are three options available to supervisors with interns when decision making time comes at the end of the summer:
 - o Offer with Leave: Based on your experience with the intern are you comfortable that they would succeed within the H.R. organization in a professional capacity? The fact that you may or may not have an opening or anticipate an opening is not a consideration. A reality check for yourself should be: "if I had an opening would I hire the intern into my organization?" If you can answer these questions positively you should extend an offer.

You should advise the intern the offer is based on our current starting salary including credit for their internship.

Assuming starting salaries are increased in the following recruiting season the intern's offer would be adjusted.

Note: All offers should be made in writing before the intern returns to campus.

- o Educ. Leave of Absence Only: The candidate has performed well however you are not willing to commit to an offer. This may be based on your limited exposure to new hires/interns, or you might want others to compare against in the recruiting process for the upcoming year. This should be presented as a positive situation and we will remain in contact with the former intern during the school year.
- o Drop: The intern has not performed adequately. This may be a result of their interpersonal skills, communication skills, inability to adapt to the company/location/department/culture, etc. We don't want to mislead individuals, if we don't think they will make it, drop them.

One final reminder- whatever the situation with your intern, they are going back on campus and have an obvious influence on our campus recruiting effort. Honest, constructive feedback is critical.

Maintaining Contact - Interns Receiving Full-Time Offers

- ! Campus recruiters should begin relationship with interns during the first campus interview and continue throughout the internship.
- ! Interns receiving full-time offers should be invited to all pre-visit functions on campus. At key schools, at least one event should be arranged to entertain the interns.
- ! Interns with offers should be contacted periodically by campus recruiters during campus recruiting trips and throughout the period until the intern makes a decision on our offer.

ASSISTANCE FOR INTERNS

The Human Resources Department provides assistance for interns described as follows:

Travel Expenses

Compensation in full will be provided for:

- A Trip from school or home to their location to begin work
- A Trip from their location to return to school or home

Auto transportation will be reimbursed at the established mileage automobile allowance plus tolls. Other expenses such as meals and parking en route to Chicago are also covered. If the intern does not drive, the cost of transportation (Air, Rail Etc.), taxi cabs, and meals are covered.

Temporary Living Expenses

Note: Currently a Chicago policy. It is now under review for the 1991 season. An intern-subcommittee is currently putting together a recommendation for a consistent company-wide policy for field and G. O. interns.

Temporary living expenses will be covered for up to to seven days while suitable housing is selected.

This allowance covers temporary lodging, meals, laundry, cleaning, telephone, parking and transportation for house hunting. All expenses are deducted from the \$1,000 housing subsidy. (See next section).

Housing Assistance

Note: See previous note. Same thing applies for the Housing Assistance.

Subsidy

Each qualified intern will receive a one-time taxable payment in the amount of \$1,000. For the purposes of this subsidy, qualified is any intern entering into a valid lease arrangement in order to obtain housing during the internship. The subsidy will apply to housing the intern obtains directly or through Amoco provided assistance.

Upon proof of a valid lease, the department's Intern Housing Coordinator will obtain and provide to the intern a check in the amount of \$1,000.

House Hunting and Temporary Living

Any intern incurring house hunting or temporary living expenses will have those expenses deducted from the \$1,000 subsidy. Interns staying at the Fairmont or Doral Plaza may have house hunting or temporary living expenses direct billed to Amoco. To facilitate this process, the department Intern Housing Coordinator should make the arrangements directly with the Fairmont or Doral Plaza and have the invoice sent to the Housing Coordinator. Any remaining balance will be paid to the intern by the departmental Housing Coordinator upon the intern furnishing a valid lease.

Security Deposits

Note: Currently a Chicago Policy

Each departmental Housing Coordinator should directly remit to the leasing agent the full amount of the intern's required security deposit. The full amount should be returned directly to Amoco upon termination of the intern's lease.

**HUMAN RESOURCES DEPARTMENT
INTERN REPORT**

	1989	1990
Number of Interns	24	25
Males	12	
Females	12	18
Minorities Blacks	5	2
Hispanics	2	4
Other	1	1
Employment Offers	15	16
Accepts	12	N/A
Rejects	3	N/A
Drops	5	2
Others on Educational Leave	4	6
Pending		2

INTERN OFFER LETTER

Date

Name

Address

City

Dear _____:

It is a great pleasure to confirm (or extend) our offer of employment for a summer internship position in the Human Resources department at a bi-weekly salary of \$ _____, which is comparable to \$ _____ annually. I am sure you will enjoy the professional environment at Amoco and the career experience you will gain in the Human Resources department.

Your employment is contingent upon:

1. Verification of the information and qualifications you provided during our selection process.
2. Successful completion of a pre-employment medical examination that includes testing for drugs and alcohol. Please fill out the enclosed consent form, along with the employment application, and return in the postage paid envelop,. Also call Blanche Stubbs at (312) 856-5552 as soon as possible to schedule the time and place of your examination. 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. Establishment of employment eligibility under the Immigration Reform & Control Act of 1986.

Please call Chuck Roberts, our Human Resources Recruiting Coordinator collect at (312) 856-5490 to arrange a starting date and discuss housing arrangements. Your specific assignment will be discussed with you at a later date. In the meantime, please acknowledge your acceptance of our offer by signing below and returning a copy to Chuck by ___date___. If you have any question., please feel free to call me at (312) 856-_____ or Chuck.

We look forward to you joining us for an internship in the Human Resources Department at Amoco. We are confident it will provide you with a challenging opportunity.

Sincerely,

Campus Recruiter

cc: Chuck Roberts

Accepted:

Rejected:

INTERN DROP LETTER

Date

Name

Address

City

Dear

I would like to thank you for meeting with me to discuss the possibilities of a summer Human Resources Internship with Amoco Corporation.

I was quite impressed with your qualifications for this position. You can be very proud of the excellent record that you have achieved so far at _____ university. Unfortunately, we have identified a few individuals who more closely meet our requirements. Consequently, we will not be pursuing further discussions with you regarding an internship.

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

Sincerely,

xxxxxxx/xx

cc: C. P. Roberts

INTERN HOLD LETTER

Date

Name

Address

City

Dear _____:

Thank you for discussing career opportunities with Amoco Corporation during our recent visit to _____ University. We are please to know that you are interested in a suruer internship with our organization.

We are favorably impressed with your background and credentials. However, we are still in the process of evaluating our exact staffing needs and find we must postpone any action until _____. Please be assured that I will inform you of our intentions as soon as possible.

If the above is incompatible with your plans, or your interest in employment with our organization should change, please feel free to call me collect at (312) 856-_____.

Thank you once again for considering Amoco Corporation as a future employer. I look forward to contacting you in the near future.

Sincerely,

Recruiter

cc: HR Coordinator

INTERN DROP AFTER HOLD LETTER

Date

Name

Address

City

Dear _____:

I would like to thank you for meeting with me to discuss the possibility of a summer internship with Amoco Corporation.

We are quite impressed with your qualifications for this position. Unfortunately, we regret that we will be unable to offer you an internship. This decision in no way reflects your qualifications, but rather the limited number of summer internship positions available.

You can be very proud of the excellent record that you have achieved so far at _____ University, and we are confident that this excellence will carry forward into your future business endeavors. I will be on campus on _____, 19XX, to interview for permanent positions, and would like very much to talk with you again at that time.

In addition, I would like to keep in touch with you during the summer. To do so, I have enclosed a card for you to mail back to me with your summer address and phone number.

I appreciate your interest in the Human Resources department of Amoco Corporation and look forward to talking with you in the future.

Sincerely,

xxxx/xxx

C. P. Roberts, Mail Code ML07

Enclosure