

CAMPUS RECRUITER S RESPONSIBILITIES

The following is a general summary of the types of responsibilities that campus recruiters are expected to perform. Specific activities and programs should be structured to reflect the environment at each school and the degree of emphasis to be placed upon Amoco s recruiting program at that school. Accordingly, it is not intended that all of the listed activities will be undertaken at every school.

Objective: To identify outstanding candidates and have them accept invitations for further interviews at Amoco.

- ! Recruiters will be selected 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 or geographic location.
- ! Campus Recruiters will maintain an on going relationship with the University Executive and/or Company Lead Recruiter on matters which relate to Amoco's overall recruiting efforts at the assigned schools.
- ! Campus recruiters should arrange and conduct campus pre-visit activities, as appropriate.
- ! Recruiters will be responsible for campus advertising (See Section on Amoco Image).
- ! Recruiters should make necessary arrangements to schedule interview dates, order and review resume books and invite selected candidates to sign-up for closed schedules. Following the campus interview, transcripts should be requested for all students to be extended office visits, preferably before the recruiters leave campus.
- ! Special emphasis should be given to locating minority candidates (specifically Blacks and Hispanics) for full-time positions and internships. (See section VI -- minority recruiting).
- ! Top prospects can be identified and pursued through various pre-screening and pre-visit activities. Recruiters may make special invitations for office visits to these top prospects without a formal campus interview. At this time, recruiting brochures and other company materials should be distributed. Special invitations (letters/phone calls) should be extended to top candidates for interview schedules.
- ! An effective relationship should be maintained with Placement Office personnel.
 - 1) Periodic contact with Placement Director.
 - 2) Company brochures, job descriptions, and other materials should be current.

- ! After campus interviews, the recruiters should choose all candidates recommended for office visits, and prepare and send office invite and drop letters. Copies of letters should be submitted to the HR Recruiting Coordinator along with completed interview forms & related evaluations. Per the Corporate Recruiting Task Force, all responses should be within 7 to 10 days of your interview.

- ! General Office recruiters must forward completed PRTS forms for all campus candidate interviews to the HR Recruiting Coordinator within 3 days of the campus visit. Field recruiters must submit their forms to their local PRTS representative. [See Section on PRTS]. (note: the new campus interview guides will have the PRTS forms attached directly to them).

OTHER RESPONSIBILITIES:

- ! HR Recruiting Coordinator should be kept informed of recruiting activities so that they can participate as often as possible.

- ! Campus recruiters should contact individuals who are hired by the company shortly after they begin work and should continue to maintain informal contact with the new hires during their initial period of employment.

- ! Amoco Foundation grants and gifts should be presented by University Executives.

- ! Campus recruiters will need to put more effort in targeting assignment preferences for potential candidates. For example, what is their geographical preference, do they prefer a specialist vs generalist assignment, the field vs general office, plant environment vs. office environment. etc.

RECRUITING SCHEDULE

<u>Recruiters</u>	<u>School</u>	<u>Date</u>
Raylene Morris	University of Alabama	October 23 & 24
Dean Hurst	Brigham Young University	September 27 & 28 (Previsit)
Allen Miller		October 29 & 30 (Interviews)
Chuck Gorski	Cornell University	October 24
Sharon Zorn		January 31
Wendell Johnson		February 28 (interns)
Irv Ginsburg	University of Illinois	October 8 & 9
Jack Graham		
Annamarie Yanan	Indiana University	October 17 & 18
Zelda Hughes		
John Streitmatter		
Laura Hawkins	University of Iowa	February 15
Dana Weese		
Carol Bullock	Purdue University	October 18 & 19
Dan Halbe		
Harry Sheline	Michigan State University	October 24 & 25
Bill Cummings		
Dave Siporin		
Bill Michalak	University of Michigan	October 30
John Kovanda		
Mike Machell		
Henry Davis	University of Wisconsin	October 17 & 18

Schools Under Evaluation:

University of South Carolina

- Joanne Pate

State University of New York (SUNY)

- Helene Slowik (HRIS curriculum)

University of Minnesota

- Dave Cone

CORE SCHOOLS FOR HUMAN RESOURCES RECRUITING

	<u>HIRES</u>
University of Alabama	3
Brigham Young University	7
Cornell University	8
University of Illinois-Urbana	17
Indiana University	6
University of Iowa	5
Michigan State University	10
University of Michigan	2
Purdue University	6
University of Wisconsin - Madison	2

Other non-core schools represented 8 hires.

RECRUITING ACTIVITY

Number of Interviews Conducted on Campus	=	261
Number of Interviewees Dropped after Campus Interview	=	151
Number of Office Invites	=	110
Number of Candidates Dropped after Office Visit	=	32
Number of Offers Made	=	78
Number of Offers Rejected	=	46
Number of Hires	=	32