

ConocoPhillips UK Online Psychometric Assessment Principles

Scope/Aims and Objectives

These Principles aim to provide clarity around the process for unsupervised online psychometric assessments including what to expect and the company's commitment regarding the administration process and candidate communication.

It is ConocoPhillips' practice to select appropriate, reliable and valid assessment tools as part of the overall assessment and selection process. The online psychometric assessment is one of the early methods used during the recruitment process. If the candidate is successful at this stage, they may then progress to the next stages of the recruitment process, which may include use of other prescreening tools, interviews or assessment centres to provide a broader perspective of the candidate's core abilities and competencies in relation to a specific job. The candidates will be advised of the same if / when they progress to the next stage.

These Online Psychometric Principles are intended for ConocoPhillips employees involved in the recruitment process and all candidates (internal and external) in the UK.

Two main types of psychometric assessments are used in the recruitment process to assess a candidate's suitability to the job:

1. **Aptitude/Ability tests:** these are designed to assess thinking skills and are a measure of a candidate's future potential in a job role. These assessments include: verbal, numerical, spatial and mechanical reasoning tests. These tests are often multiple choice, and are either administered online or paper and pencil based. This document pertains only to the online, unsupervised assessments.
2. **Personality profiling:** is used to assess an individual's typical behaviour or preferred way of working in various work based situations. This tool is designed to provide both employer and candidate with a better understanding of how the individual might fit into a particular job role or work environment. The assessment is typically administered via an online questionnaire that is completed by the candidate prior to interview.

The Selection Process at ConocoPhillips

A range of screening methods are used such as prescreening questions via the Applicant Tracking System, telephone screening and online assessments to identify the candidates that best meet the required criteria for a job.

The minimum required score for an assessment will be determined prior to the assessment taking place. Candidates that meet the required criteria progress to the next stage of the selection process which can include participating in a structured assessment centre, behavioural based interviews, work based simulation exercises or psychometric assessments administered online (unsupervised) or in a supervised setting. Prior to an employment offer being extended, successful candidates may be asked to re-take a verification assessment that is administered in a supervised environment.

Data Integrity and Confidentiality

To ensure data security of both tests and candidate results, ConocoPhillips will work with test providers (owners of the technology and test materials) to ensure that the technology infrastructure is secure and robust.

To ensure integrity of the online test process, the following procedures will be followed:

- Clear instructions will be provided to the test taker prior to them completing an online
- assessment

- Instructions will address expectations, explanation of the assessment to be completed, and the verification process that follows
- All electronic tests will be kept secure and be accessible by certified and other authorised persons for the purpose of recruitment and selection.
- Data will be transferred, used and stored in accordance with applicable local legislation and ConocoPhillips will comply with all other relevant obligations imposed by the applicable local legislation.

Candidate Information

- **Honesty contract:** ConocoPhillips expects that candidates will complete the tests themselves. Where anomalies in test results are brought to ConocoPhillips attention, the candidate will be asked to conduct a supervised verification assessment before moving on to the next stage of the selection process. ConocoPhillips will respect the confidentiality of assessment results and will not share these with anyone outside the recruitment process.
- **Communication:** all candidates who are required to undertake an online assessment will be given prior warning and will be informed that the decision to progress them to the next stage of the recruitment process will be based on the results of that assessment.
- **Reasonable adjustments:** If any candidate with a disability requires any adjustments to be made to the assessment process to enable the candidate to take the assessment, ConocoPhillips will consider all requests made. The candidate should notify their contact at ConocoPhillips regarding their request before a test has been administered.
- **Recruitment process:** online psychometric assessments will typically be used after the prescreening process has been completed and prior to the interview or assessment centre taking place. The online psychometric assessment is one of the early tests used during the recruitment process. If the candidate is successful at this stage, they may then progress to the next stages of the recruitment process, which may include use of other prescreening tools, interviews or assessment centres.
- **Candidate support:** all providers used by ConocoPhillips provide test sites that enable candidates to practice taking ability tests. These can be accessed via the ConocoPhillips careers website. If a candidate has any questions regarding the online assessment they can contact the recruiter via the [email](#) provided on the ConocoPhillips careers website.
- **Repetition:** Where a candidate has already been asked and completed the same level of psychometric assessment within the past six months for another job at ConocoPhillips, they may request to use the previous results instead of completing a new assessment.

Equal Opportunities

ConocoPhillips fully supports the principle of equal opportunities in employment and opposes all forms of discrimination. It is our policy to treat all job applicants and employees in the same way. We are committed to ensuring that the assessment and selection process is carried out fairly and objectively for all candidates (internal and external). All assessment results will be classified as confidential information and the test results will be shared only with those with a need to know. Reasonable accommodations will be considered and suitable arrangements will be made, where appropriate, providing the candidate has informed the test administrator in advance.