



Discovering Our  
Most  
Valuable  
Resource.

## Which ConocoPhillips opportunity is right for you?

At ConocoPhillips, we know that recent graduates bring a diversity of thought and experience to our workplace that will help us meet the needs of future global energy demands, but which path is right for you? We are proud to offer a broad range of career opportunities that span our entire value chain. Our abundance of career opportunities includes engineering, geosciences, finance and accounting, information technology, global supply chain, health, safety and environment, and more! We hire students pursuing a variety of degrees. Each business has specific focus areas, and the major areas we recruit include but are not limited to:

Business	Degree Recruited	Discipline Recruited
<b>Engineering</b>	Bachelor's	Chemical engineering, civil engineering, construction management, electrical engineering, environmental engineering, fire protection safety engineering, industrial hygiene, materials engineering, mechanical engineering, petroleum engineering
<b>Finance</b>	Bachelor's, Master's	Accounting, finance, MACC, MPA, PPA
<b>Geosciences</b>	Master's, Ph.D.	Geology, geophysics, geophysical engineering, math, petrophysics with petroleum engineering application, physics, other graduate degrees with similar technical applications in the area of oil and gas exploration and production
<b>Human Resources</b>	Bachelor's, Master's	Human resource management or business with specialty in management or equivalent
<b>Information Technology</b>	Bachelor's	Computer engineering, computer information systems, computer science, electrical engineering, information systems, information management, information technology, management information systems, operations and information technology service management
<b>Land</b>	Bachelor's	Energy commerce, energy management
<b>Global Supply Chain</b>	Bachelor's, Master's	Business, supply chain

*Read on to learn more about how you can contribute and grow in each of these different business areas!*

# Table of contents

Who we are .....	2
Career development .....	10
Compensation and benefits .....	12
Land.....	14
Engineering.....	18
Finance .....	24
Geoscience.....	28
Global Supply Chain .....	32
Human Resources.....	36
Information Technology.....	40
Internship program .....	44
How to apply .....	46



# Who we are

**Our vision is to be the E&P company of choice for all stakeholders by pioneering a new standard of excellence.**

ConocoPhillips is the world's largest independent Exploration and Production company based on proved reserves and production of liquids and natural gas. The company has its headquarters in Houston, Texas. As a thriving city with a strong local economy and a diverse population, Houston and its surrounding communities offer abundant options and venues for recreation and entertainment.

While North America is our home and provides the majority of our production, we have operations and activities in 30 countries and in a wide range of geologic and geographic settings, including some of the world's most challenging areas. From the frozen Arctic to the arid desert, we have a proven track record of responsibly and efficiently exploring for and producing oil and natural gas.

ConocoPhillips has a time-honored tradition of placing safety, health and environmental stewardship at the top of our operating priorities. Our technical capability, asset quality and scale, and financial strength are unmatched among independent upstream companies and uniquely position us to compete anywhere in the world.

At ConocoPhillips, we attribute our success primarily to the dedication and capabilities of our people around the world. Our SPIRIT Values, coupled with the talent and drive

of our employees, offer ConocoPhillips a distinct competitive advantage. We offer our employees a compelling place to work where they can thrive personally and professionally.

## Our businesses

On a worldwide basis, ConocoPhillips explores for, produces, transports and markets:

- ▶ crude oil.
- ▶ natural gas.
- ▶ natural gas liquids and bitumen.

This includes operations to liquefy and transport liquefied natural gas.

By combining our legacy strengths with the focus and culture of an independent company, we believe we can unlock potential for all our stakeholders by helping to meet the world's energy needs.

Our highly skilled and dedicated workforce of approximately 16,500 employees embraces this opportunity. We look forward to sharing our exciting future with you and invite you to learn more about us.



Exclusively **E&P.**  
Focused on **Excellence.**

If you are interested in a career in the energy industry, join the company where you can make a major impact. ConocoPhillips can help you build your career at a company that is helping meet the world's energy needs.



# How we operate

At ConocoPhillips, we have a mission: we exist to power civilization. Our vision is to be the E&P company of choice for all stakeholders by pioneering a new standard of excellence, and our SPIRIT Values define the culture of our company and help us meet our mission and vision every day.

## Our SPIRIT of performance

We're committed to setting the standard of excellence in everything we do. Our SPIRIT values are essential building blocks in the continued success of the company.



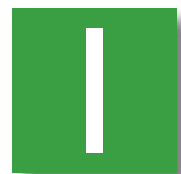
### SAFETY

We operate safely.



### PEOPLE

We respect one another, recognizing that our success depends upon the commitment, capabilities and diversity of our employees.



### INTEGRITY

We are ethical and trustworthy in our relationships with stakeholders.



### RESPONSIBILITY

We are accountable for our actions. We are a good neighbor and citizen in the communities where we operate.



### INNOVATION

We anticipate change and respond with creative solutions. We are agile and responsive to the changing needs of stakeholders and embrace learning opportunities from our experience around the world.



### TEAMWORK

Our "can do" spirit delivers top performance. We encourage collaboration, celebrate success, and build and nurture long-standing relationships.

## Our commitment to sustainable development

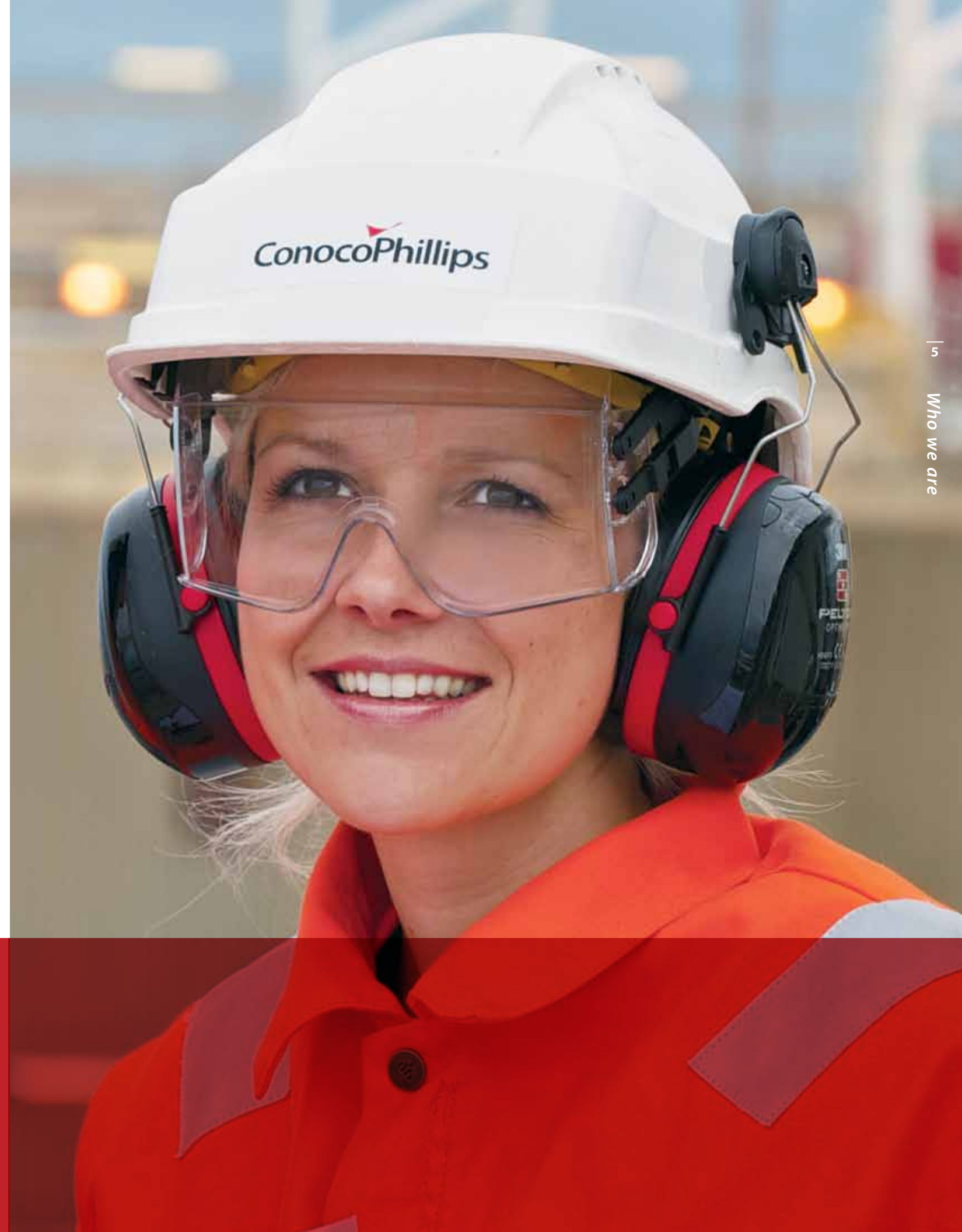
ConocoPhillips' approach to sustainable development stems from our fundamental intent to prosper as a business and to meet the energy needs of present and future generations. In doing so, we also will create value and improve living standards for our stakeholders.

We deliver on this objective by meeting commitments that lead to measurable actions across focus areas including environmental protection, economic growth and social improvement.



“Our SPIRIT Values set the tone for how we behave with all our stakeholders, internally and externally. They are shared by everyone in our organization and recognized throughout the industry.”

– Dennis, San Juan Business Unit





E Exploration      Major Pipeline     ★ Headquarters  
P Production     ▼ Key Project/Asset     ○ Key Office Location

### Independent E&P Company

ConocoPhillips explores for, produces, transports and markets crude oil, natural gas, natural gas liquids, liquefied natural gas and bitumen on a worldwide basis. Key focus areas include safely operating producing assets, executing existing major projects and exploring for new resources in promising areas.

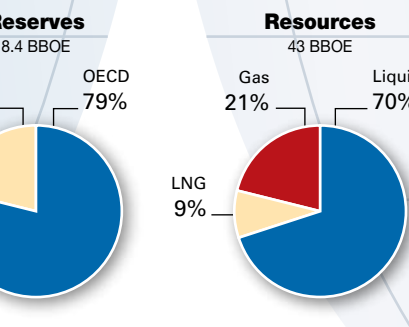
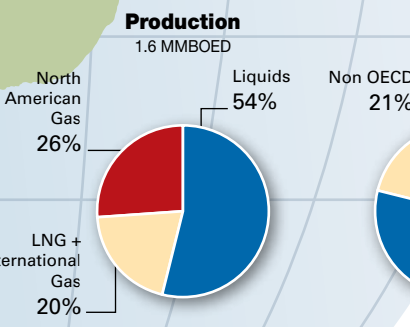
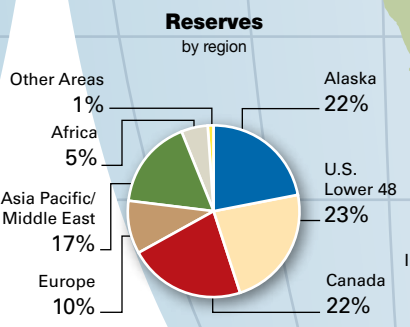
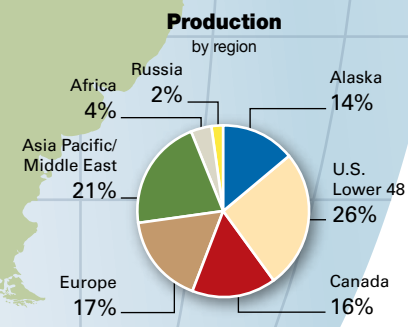
The portfolio includes: legacy assets in North America, Europe, Asia and Australia; growing North American shale and oil sands businesses; a number of major international development projects; and a global exploration program.

ConocoPhillips conducts exploration activities in 19 countries and produces hydrocarbons in 13 countries, with proved reserves located in 15 countries as of Dec. 31, 2011.

### Major Joint Venture Operations

Australia Pacific LNG	42.5% interest
FCCL Partnership	50% interest
Qatargas 3	30% interest

### 2011 Production, Reserves and Resources



Natural gas production and resources targeted toward liquefied natural gas are depicted as LNG.

**Cautionary Note to U.S. Investors** – The Securities and Exchange Commission permits oil and gas companies, in their filings with the SEC, to disclose only proved, probable and possible reserves. We use the term "resource" on this map that the SEC's guidelines prohibit us from including in filings with the SEC. U.S. investors are urged to consider closely the oil and gas disclosures in our Form 10-K and other reports and filings with the SEC. Copies are available from the SEC and from the ConocoPhillips website.





An accommodation rig in the North Sea, where ConocoPhillips has operated successfully for more than 40 years.

# A Message from the CEO



“When I think about our future, I think about pursuing opportunities in new exploration plays, growing production of unconventional and conventional oil and gas, finding better ways to do our jobs together, and having the highest quality workforce in industry. Our possibilities are amazing. As a newly minted independent company, we offer a rare combination of strength and speed – we’re able to act faster and with greater focus. I look forward to working with both the current and future ConocoPhillips team as we embark on this journey.”

*Ryan Lance*

– Ryan Lance, Chairman & CEO



# Career development

At ConocoPhillips, there's always potential for personal and professional growth.

Learning and development is an ongoing process and an integral factor to our success.

There are plenty of opportunities to enrich your talent and skill at every step of your career.

## Reach. Stretch. Grow.

At ConocoPhillips, your personal and professional growth are a priority, considered key to the organization's overall success. That's why we offer abundant opportunities for you to strengthen your knowledge and skills. Learning and development are ongoing. You'll always find ways in which you can reach, stretch and grow your understanding and experiences within our organization – at every step of your career.

ConocoPhillips provides programs that strengthen your professional and technical skills in alignment with the company's business strategy. We believe an employee's development is a three-way partnership:

- ▶ *Employees* have primary accountability for being proactive in managing and directing their careers.
- ▶ *Supervisors* are employee champions and can help employees meet their career goals by offering candid, ongoing coaching and feedback.
- ▶ *ConocoPhillips* provides the tools, culture and learning opportunities that support employees' personal and professional development.

## Your Development

ConocoPhillips is dedicated to helping employees maximize their potential in a variety of ways:

### Getting oriented

All new college graduates should be invited to participate in our new-hire orientation, called *Getting to Know ConocoPhillips*. This workshop is designed to help you learn more about the energy industry; our company strategies, history and policies; how to grow and advance in your career; and what opportunities are available for ongoing development. This is your springboard into your job-specific functional orientation.

### Taking a team approach

Your career opportunities are facilitated by way of our more than 20 functional-based Talent Management Teams. The TMTs help map the company's future business needs with employees' skill sets and competencies. They also assess any skill gaps and recommend actions to fill those gaps. These teams function as employee advocates and are always on the lookout for top talent across the organization.

### Advancing your education

As part of our commitment to your professional development, we offer educational assistance to help you further your career.



## New Hire Network

New employees with less than three years experience at ConocoPhillips automatically receive active membership in the New Hire Network. One of the largest network groups, the New Hire Network serves as a fun, engaging way to meet other newly hired employees to begin building your network of friends and resources at ConocoPhillips and to just learn the ropes.

This group organizes events and activities that can help newly hired employees transition to ConocoPhillips and find their place within our community.



## Focus on You

The dedication and capabilities of our employees form the foundation of our success. Our objective is to grow our workforce and enhance its skills while broadening our diversity. To meet this objective, we focus on developing our employees, retaining our valued contributors, recruiting top talent and positively impacting the communities in which we work and live.

At ConocoPhillips we recognize the critical need to continue discovering and developing the best ways to make our differences work for the good of our enterprise, our employees and the communities in which we operate. Here, you will find:

### A diverse, inclusive culture.

Diversity and inclusion at ConocoPhillips work hand-in-hand to ensure our commitment to values, performance and excellence are sustained. Diversity is about building a workforce that encompasses a wide variety of cultural experiences, backgrounds and ways of thinking. Inclusion supports diversity by ensuring that an environment exists where every individual's contributions and differences are respected and valued.

A diverse and inclusive environment challenges our way of thinking by bringing together a variety of talents, backgrounds and experiences. At ConocoPhillips, discovering and developing the best ways to make our differences work is an ongoing process.

### A place to belong.

There's a place for everyone at ConocoPhillips! Our employee network groups offer employees the opportunity to join with others who share a commonality – such as the same cultural heritage or background – with the purpose of promoting and celebrating a culture of diversity and inclusion at ConocoPhillips.

These self-directed groups share their experiences with others through cultural events; they help promote professional development through learning opportunities; and the various networks often come together to give back to the community through service.

The employee networks are just one of the many ways ConocoPhillips' culture welcomes employees of all backgrounds and fosters an environment of active participation and engagement.

# Compensation and benefits

At ConocoPhillips, we understand that life involves more than your job. That's why we have established a variety of competitive benefits and programs that support employees in all phases of life.

## Compensation

At ConocoPhillips, employees receive a competitive base salary with opportunities for promotions and annual salary increases that are tied to performance. We also offer an annual cash bonus that is calculated based on company, business and individual performance.

All employees are also eligible to receive recognition awards, which can be given at any time to reward individual or team contributions.

Finally, as employees progress through their careers and depending on their roles and responsibilities, they may be eligible for long-term incentives such as restricted stock units.

## World-class Benefits

### Health and Wellness

The path to your health lies within your reach. In our local wellness facilities and through our benefits, employees have the tools they need to manage, maintain or improve their health.

We provide a medical option with no monthly premium cost to employees, free preventive care, and prescription and dental coverage. We also contribute to a Health Savings Account to assist our employees with their out-of-pocket health care costs.

ConocoPhillips also supports a healthy workforce in other ways, by sponsoring health fairs across the country and offering annual flu shots for all employees. Abundant wellness programs support our employees' health needs and special interests. For example, massage therapy, fitness classes and health seminars are offered at our state-of-the-art facilities.\* Our employees are good consumers engaged in their own health and wellness, and the company offers incentives to help employees make healthy lifestyle choices.

At ConocoPhillips, we choose health!

*\*available at select locations.*

### Achieve balance

ConocoPhillips offers many ways for employees to balance work and life, including:

- ▶ Paid time off for vacation.
- ▶ 19/30s (additional paid day off each month).
- ▶ Flexible and part-time work schedules.
- ▶ Short-term disability.

In addition, the company offers leaves of absence for a variety of life events, adoption assistance, an employee assistance program, dependant care reimbursement, educational assistance, volunteerism grants, domestic and international relocation, military leave and financial support for professional business memberships.

### Secure your future

You may not think about it much now, but soon you will start working toward your financial goals and future security. ConocoPhillips provides significant wealth creation through generous savings and retirement plans so employees can plan for a secure and comfortable future. Our goal is for all employees to accumulate substantial wealth over the course of their careers by taking part in the plans offered to them. In doing so, combined with compounding interest over a career, our employees can look forward to enjoying the fruits of their labor in retirement.

When was the last time your bank gave you money for making a deposit? That's exactly what ConocoPhillips does every time an employee contributes to his or her 401(k) plan. By depositing 2.25 percent of pay, employees are eligible to receive a company target match of 9.25 percent. New employees can participate in the savings plan immediately and can choose among 37 diverse investments and contribute on a before-tax, after-tax or Roth 401(k) basis. Employees own 100 percent of the money once it is deposited into their accounts.

While building a secure future through our savings plan, employees also receive a company contribution to a pension. Available to all new employees, ConocoPhillips' pension benefits provide for monthly pay credits of 6 percent, 7 percent or 9 percent of employees' pay plus bonuses based on age and service, as well as interest on the balance in the account. After three years, employees own 100 percent of the money and will continue to earn money toward their pension.

### Plan for the unexpected

ConocoPhillips offers financial benefits for employees and their families in the event of serious illness or injury. Knowing this protection is available when the unexpected occurs can offer employees and their loved ones something valuable that you can't put a price on – peace of mind. These benefits include but are not limited to short-term and long-term disability, life insurance and occupational accidental death insurance.

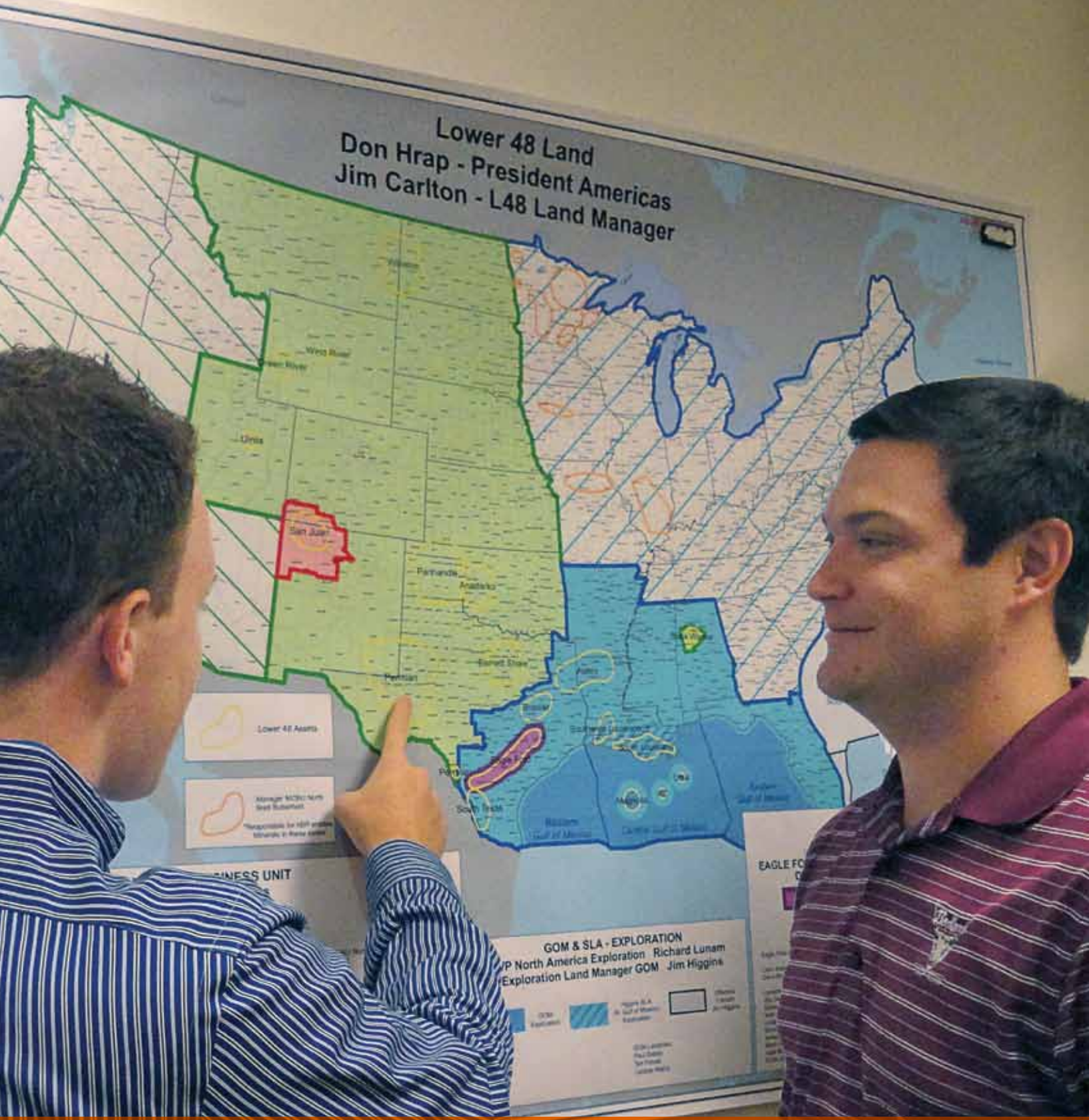
*This material provides a brief description of some of our U.S.-based compensation and benefits programs, while actual plan documents control determination of benefits. The company reserves the right to amend or terminate these programs at any time.*



**Don't just take it from us.** Scan our code to see the positive impacts and amazing results employees have achieved as a result of ConocoPhillips wellness initiatives!







# Land

## Who we are

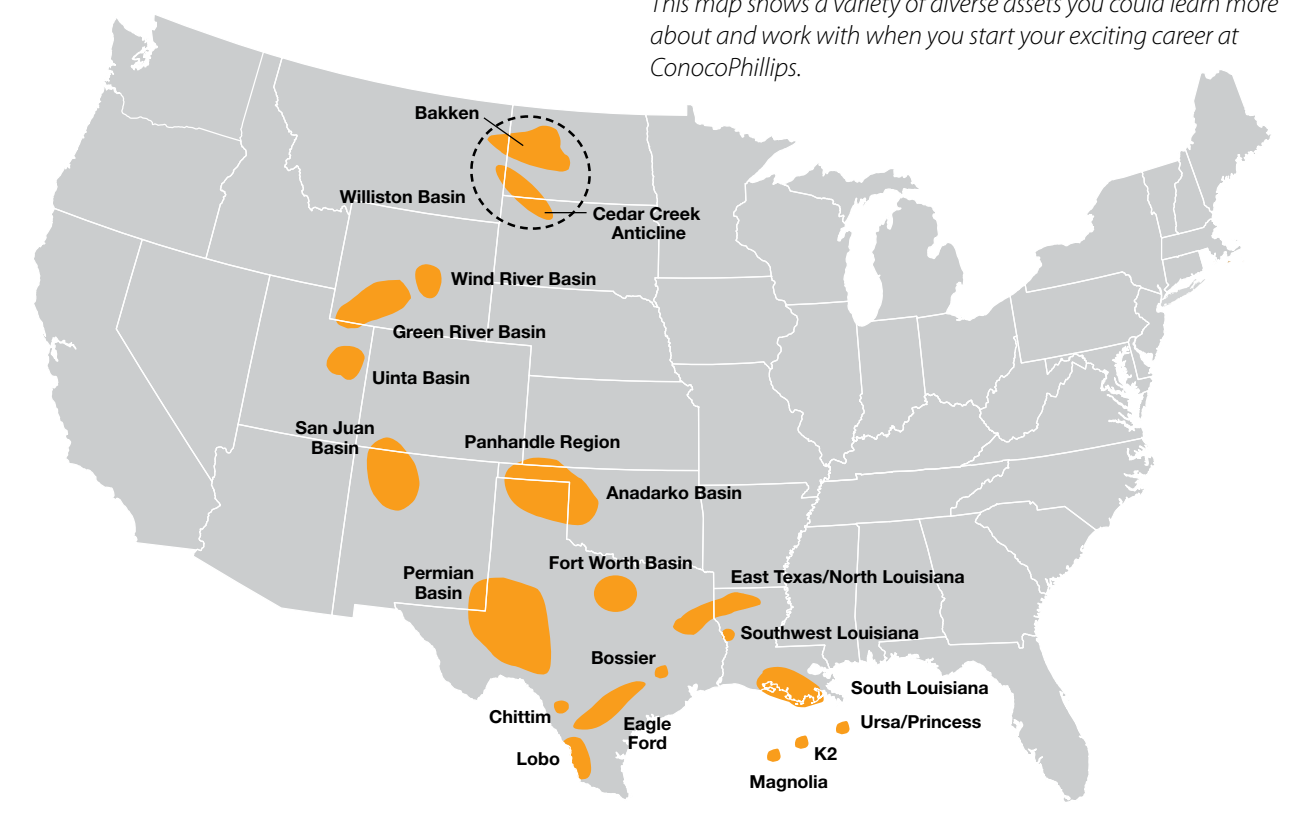
ConocoPhillips explores for and produces oil, natural gas and natural gas liquids throughout the world. Our portfolio includes strong legacy-producing assets in the U.S. Lower 48, Alaska, Canada, the United Kingdom and Norway; growth opportunities offered through major development projects in the Middle East, Africa and the Asia Pacific Region; and global exploration projects.

ConocoPhillips, Lower 48 Land organization is dedicated to acquiring control of mineral assets through the acquisition of oil and gas properties and the negotiation of oil and gas related agreements.

Land's job is to acquire mineral asset rights, maintain the assets (contractual requirements) and enhance the assets (joint ventures, farm-outs, etc.) on behalf of ConocoPhillips.

## ConocoPhillips Lower 48 Key Assets Map

This map shows a variety of diverse assets you could learn more about and work with when you start your exciting career at ConocoPhillips.



*“In-house and external courses, field trips and e-learning opportunities are available to all Land employees throughout their careers.”*





“ ConocoPhillips continues to provide an ever-increasing number of career opportunities for all employees in the Lower 48 Land organization. It is a truly remarkable place to work. ”

– Clay, landman

### How you can contribute

Our employees are given the opportunity to learn relevant E&P industry-specific negotiation and contract analysis techniques. In addition, the men and women who are early career landmen for ConocoPhillips can expect to be guided through a comprehensive training program designed to provide consistency and excellence. The landman should be assigned to a business unit and placed under the guidance of an experienced Land mentor who can guide the landman from exposure to and training in field work, technical tasks, company protocol, people skills and team building.

The work assignments received during these first years place an emphasis on projects that can quickly contribute to overall business goals and provide the foundation for career development.

#### Year One

During the first year of training, new employees may spend time working in courthouses, learning to analyze land title ownership records and can assist our field land brokers with negotiations pertaining to mineral leases, surface rights and pipeline right-of-way acquisitions. They may also work directly with experienced landmen, learning the basic skills of the profession. The use of and training on ConocoPhillips mapping and Land systems plays an important part of the learning process during the first year.

#### Year Two

In year two, if not sooner, the landmen should work with an asset team on projects where they can receive hands-on experience executing Land’s responsibilities necessary to get wells drilled and into production, as well as enhancing their knowledge of project economic analysis and risk assessment.

#### Year Three

By the third year, landmen should be working on more complex Land-related projects (trades, joint ventures, farm-outs, etc.), which continue the development of an advanced Land skillset, as well as working to sharpen leadership and teamwork skills.



### How you can grow

It is ConocoPhillips’ goal to provide each early career landman with the best training and guidance available in the industry. During the training program, the amount of unsupervised and independent work will increase in years two and three along with the level of complexity of tasks assigned. This program provides a formal and comprehensive structure for the building and evaluation of needed technical and professional skills for all landmen at ConocoPhillips.

ConocoPhillips encourages lifelong learning for all employees. In-house and external courses, field trips and e-learning opportunities are available to all Land employees throughout their careers.

### What we’re looking for

We are seeking highly motivated, top-performing individuals, specifically those with business or law degrees with a focus on energy management or energy commerce. Relevant skills include negotiation, problem solving, a focus on results and the ability to multitask. Candidates also should have a strong command of oral and written communication skills, a dedication to self-improvement, and the highest of ethical standards. Based on historical experience, we believe that Lower 48 Land candidates who have one or more internships with ConocoPhillips are able to quickly impact the business upon graduation.

“ ConocoPhillips has developed a new-hire program that fosters learning and development, including field training, a mentor program and a welcoming environment that encourages personal empowerment. ”



– Sean, landman

“ The people at ConocoPhillips are its greatest asset. The opportunity to work in a fun and challenging environment with ambitious people who enjoy what they do and are proud of where they work is one thing that sets ConocoPhillips apart. ”

– Kirsten, landman





# Engineering

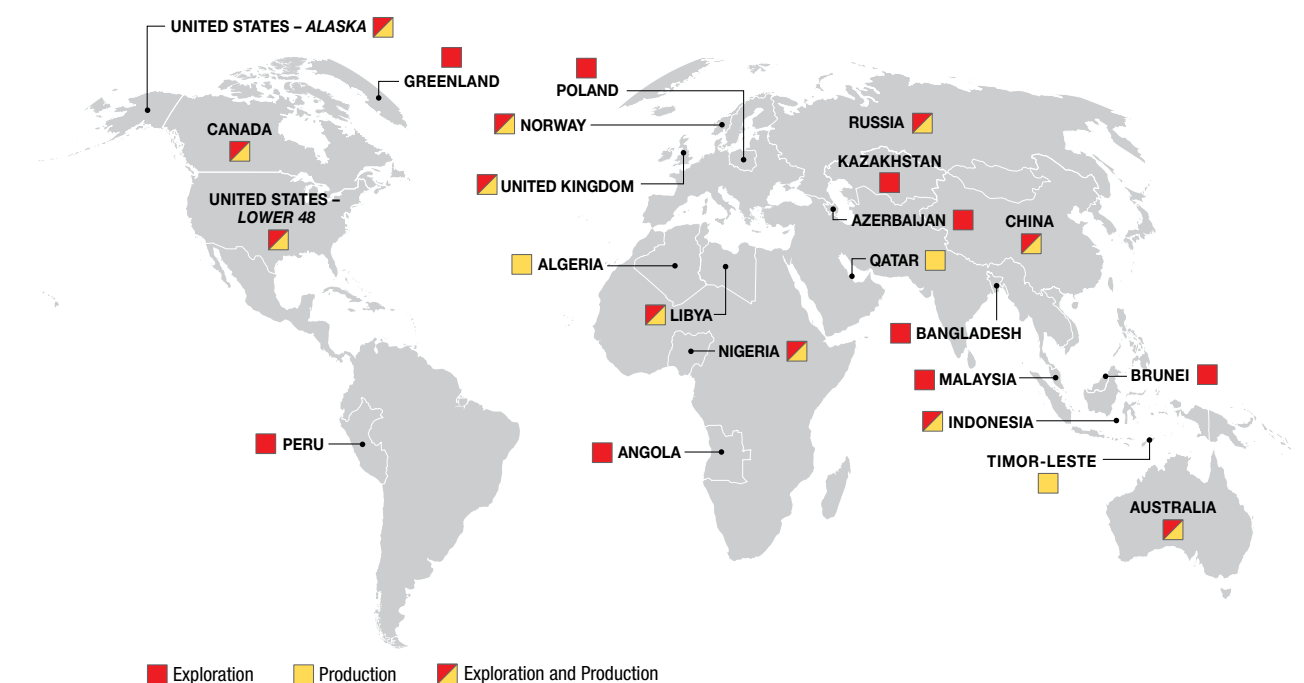
## Exploration and Production (E&P)

### Who we are

Exploration and Production (upstream) explores for, develops and produces crude oil, natural gas, natural gas liquids (NGLs) and liquefied natural gas (LNG) worldwide. Key focus areas include developing legacy assets – large producing projects that provide strong, long-term financial returns – and exploring for new reserves.

The company's resource base is broad, stable and regionally diverse, including both conventional oil and unconventional heavy oil and conventional natural gas, as well as gas from tight sands, coalbeds and shales. Approximately 75 percent of our reserves are located in politically stable countries that belong to the Organization for Economic Cooperation and Development (OECD).

ConocoPhillips is developing advanced technologies to find and produce oil and gas and transform it into the fuels needed to power the world into future generations. At the same time, we are developing technologies to reduce the environmental impact of energy production.



“There is the potential to work in many different disciplines in many different places around the world.”





“ I chose ConocoPhillips because of the focus on career development, particularly for new college graduates. The initial training I participated in during my first 18 months with the company really helped me become a valuable, contributing member of my group. ”

– Stephanie, engineer

## How you can contribute

There are extensive engineering opportunities in E&P, including field assignments in drilling operations and production operations onshore and offshore and at processing facilities for NGLs and LNG. There also are headquarters assignments evaluating and developing E&P prospects around the globe. E&P engineers work collaboratively with many disciplines using the latest technology to deliver tomorrow’s energy solutions.

Opportunities within E&P include drilling, completions, production, facility and reservoir engineering positions. Typical duties of a new E&P engineer may include:

- ▶ Determining optimum methods for drilling, completing or working over wells in both onshore and offshore locations.
- ▶ Developing the most efficient methods to recover reserves through equipment design and operating practices.
- ▶ Developing engineering design specifications, recommendations and cost estimates for engines, compressors, pumps, turbines, casing, tubing, piping and many other types of equipment.
- ▶ Planning well locations, quantifying anticipated reserves, analyzing well logs and booking corporate reserves.

## How you can grow

We believe the development of our technical professionals is a career-long continuum.

There are three career paths that engineers generally follow after the first portion of their career. They either transition into leadership or become a technical expert or technical generalist. These paths are chosen based on performance, skills, desire and company needs. Our engineers utilize individual development plans in discussions with leadership to identify key goals, desires and mobility. Our objective is to provide newly hired engineers a well-rounded development plan that helps ensure their overall effectiveness.



Summit engineers participate in on-site training.

In addition to their supervisor, each new-hire engineer should be assigned a technical mentor who can provide guidance based on engineering discipline. The supervisor and mentor will work together with the new engineer on a skills development plan that serves as the beginning of career-long learning. Skills will be developed through classroom training, virtual training and on-the-job training.

Each year, or as required, an assessment is completed to help fill an online skills inventory. This inventory is used for identifying additional training needs, identifying new roles or for determining subject-matter experts within the company.

Additionally, each new engineer is expected to participate in the Engineering Academy, which is a 12-week program beginning in February of each year.

## What we’re looking for

ConocoPhillips hires engineers primarily from the petroleum, mechanical and chemical disciplines to begin work in completions, drilling, facilities, production or reservoir roles. In addition, there are opportunities in our Drilling Specific Development and Completion Specific Development programs.

Many of our new hires have worked internships in the oil industry and have an understanding of what role they would like to take. For those without industry exposure, a role will be selected based on company needs. In these cases, these individuals will have enhanced opportunities to understand all of the opportunities available, so they can find the best fit.

“ ConocoPhillips supports my goals by presenting numerous career paths. The company does this by fostering an environment where communication with your direct supervisor is emphasized and thus becomes integral to your development. Also, as a petroleum engineer, there is the potential to work in many different disciplines in many different places around the world. ”

– Dan, engineer





## Project Development (PD)

### Who we are

Project Development supports the company's major projects around the world – primarily those with a capital investment greater than \$75 million – that strengthen our global position. From concept to construction, PD works hand-in-hand with the business managing risks, engineering, procurement and construction. To compete in the current market, PD must execute complex projects using new technology and strict environmental standards while managing the impact of rising costs and intense competition for resources.

### How you can contribute

Opportunities in Project Development generally begin with the Summit Program, an accelerated development program for new engineering and construction management graduates. The 12-month program includes an intensive summer training program followed by a nine-month assignment on a capital project team. The training includes an overview of the energy industry and ConocoPhillips' operations worldwide, followed by a deep dive into "The ConocoPhillips Way" of leading major capital projects.

### How you can grow

Summit Program participants also have the opportunity to develop networks with peers and technical experts, build teamwork skills critical to project team success, and benefit from mentoring relationships. After the initial 12-month program, Summit engineers should have the opportunity to work with projects in a business unit, rotate through additional technical assignments in operations or begin work on a capital project team.

### What we're looking for

Career opportunities within PD exist for chemical, mechanical, electrical and civil engineering disciplines, as well as construction management.



“Working at ConocoPhillips has been a rewarding experience. I have had the opportunity to be involved in different kinds of roles, ranging from engineering to finance, which have given me a more thorough understanding of the many aspects of the Oil & Gas industry.”

– Janice, engineer

## Health, Safety and Environment (HSE)

### Who we are

Health, Safety and Environment employees contribute to the success of the business by ensuring that all projects, products and processes are managed through their life cycles to protect safety and health, and minimize the impact on the environment. We work and live by our motto: No job is so urgent or important that we cannot take the time to perform it safely.

### How you can contribute

HSE career opportunities may include roles in upstream operations, corporate HSE support, auditing, risk management and remediation, international business support, technology development, emergency response, and regulatory affairs. Opportunities abound for talented individuals committed to improving the safety and environmental performance of our business.

### How you can grow

ConocoPhillips provides development opportunities to ensure HSE employees gain and share the experience needed for global leadership that is valued by our business partners. As employees develop personally and professionally, many career paths are available to help them explore and pursue future HSE opportunities.

### What we're looking for

Career opportunities within HSE exist for chemical and environmental engineering, environmental sciences, industrial health and safety, industrial hygiene, fire protection, or related technical fields.





# Finance

## Who we are

The ConocoPhillips Finance organization plays a significant part in the company's global Exploration and Production value chain – by providing financial information that impacts investment decisions leading to the success of the company.

There are approximately 1,750 ConocoPhillips Finance employees working around the world. Of those, more than half are located in Bartlesville, Okla., and Houston, Texas. Positions in these locations include roles within our Financial Services Center (groups such as Controllers, Tax Compliance, Cash Management, Internal and External Reporting, and Internal Audit) and within our Financial Performance and Analysis group for business units within our value chain.

## How you can contribute

A Finance position at ConocoPhillips may include the following:

- ▶ Learning all aspects of our business and industry.
- ▶ Working with many multidisciplinary teams.
- ▶ Providing finance expertise and advice.
- ▶ Being a business partner with operations.
- ▶ Interacting with senior management very early in a career.
- ▶ Getting exposure to accounting and budgeting processes.

As a new hire in the Finance function at ConocoPhillips, employees are challenged through several job rotations. A newly hired employee typically will remain in his or her first assignment about 24 months, depending on the job. Subsequent assignment rotations may be longer. Through regularly scheduled career and performance discussions with his or her supervisor, the employee can target future development rotations that may be of interest and that will provide continued growth opportunities.



*“I haven't stopped learning since I started my career.”*



## How you can grow

### New Hire Curriculum

The Finance new hire curriculum consists of short training sessions led by experienced Finance professionals within the company. The curriculum focus is to provide a new hire with an overview of career development concepts, key energy value chain segments and the Finance function.

### Finance Excellence Program

The Finance Excellence Program provides Finance employees an early understanding of who we are and how we create value for our shareholders. Throughout the program, participants learn about operations along the entire value chain, as well as how we account for those operations and their impact on our financial statements and performance metrics. Participants will be exposed to key industry issues, business drivers, company strategy and market outlook.

After completing a minimum of one year of service within the Finance organization, employees may be considered for nomination to attend the FEP. The program lasts eight weeks and is structured to achieve the right balance of interactive lectures, workshops and field trips. Throughout the program, each participant is given the opportunity to network with an assigned mentor and employees in all functions of ConocoPhillips, interact with senior Finance leaders, and conclude the program with a demonstration of his or her understanding by delivering an oral presentation.

At the conclusion of the program, FEP graduates have gained a thorough knowledge and understanding of the energy business in a very short period. The ultimate goal is for program graduates to significantly impact business performance on their job assignments throughout their careers.

“I’ve been with ConocoPhillips in Finance for three years, and there is nothing I would change. In addition to the fact that I enjoy my job, am challenged every day, and have had opportunities in different areas of finance, I also have a strong appreciation for ConocoPhillips’ culture. I believe the company cares about its people, conducts business the right way and fosters teamwork amongst its employees. There are plenty of great finance jobs in the world, but I could not have found another company that offers the same great opportunities with such a sincere commitment to its people.”

– Spencer, Finance



“My career with ConocoPhillips has kept me on my toes. The company is constantly providing new learning opportunities. With unique job rotations and formal trainings, like the FEP, I haven’t stopped learning since I started my career.”

– Jessica, Finance



Internal Audit employees in the Finance organization travel to operations sites around the world to test our company’s controls.



### Finance training

The Finance organization provides ongoing training opportunities, including continuing professional education. The focus of this training is to provide knowledge transfer and to develop core technical competencies.

Finance employees worldwide gain access to a variety of training opportunities to enhance current skills or develop new skills in preparation for future roles. These training opportunities are centered on accounting and finance standards, energy industry and business segments, systems and software, corporate governance, and personal development.

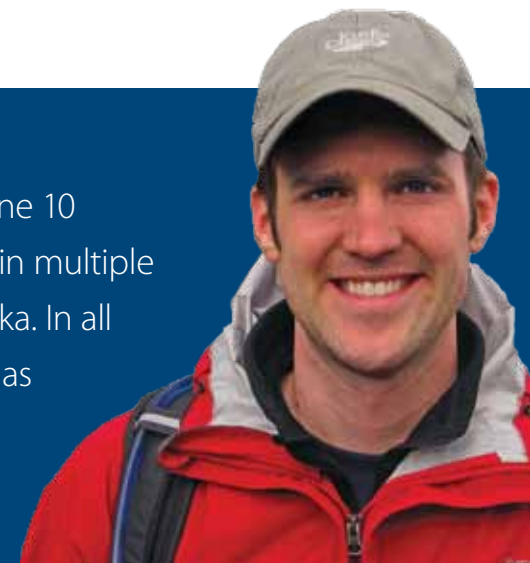
### What we’re looking for

ConocoPhillips provides opportunities in the Finance function for various disciplines, including accounting, finance and master’s of accountancy. Backgrounds in each of these academic disciplines gives an individual equal opportunities to excel in the diverse scope of professional positions available within the Finance organization.

Today more than ever, Finance is the universal language of the corporation – of its goals, objectives and results.

“I chose ConocoPhillips for the diverse job opportunities a Fortune 10 company has to offer. I have been with the company five years in multiple assignments and locations, including Oklahoma, Texas and Alaska. In all of my experiences, the ability to make a valuable contribution has allowed me to enjoy coming to work!”

– Matt, Finance





# Geoscience

## Exploration and Production (E&P)

### Who we are

Through its Exploration and Production (E&P) segment, ConocoPhillips explores for and produces oil, natural gas and natural gas liquids throughout the world. Our portfolio includes strong legacy producing assets in the U.S. Lower 48, Alaska, Canada, the United Kingdom and Norway; growth opportunities in major development projects in the Middle East, Africa and the Asia Pacific Region; and a global exploration program. In 2011, ConocoPhillips conducted exploration, production and operations in approximately 30 countries, and produced an average of 1.62 million barrels of oil equivalent per day.

### How you can contribute

At ConocoPhillips, geoscientists have the opportunity to use leading-edge software and techniques to synthesize subsurface data into innovative concepts that aid in the discovery and production of hydrocarbons. Early career work assignments in exploration, field development, regional studies, geoscience and reservoir engineering technology and/or operations emphasize positive contributions to business goals in a multidisciplinary team setting. Most early career work assignments last for 12 to 18 months, depending on project timing, business objectives and individual development needs. Formal technical training complements on-the-job experience and mentoring.

### How you can grow

World-class geoscience training provides an important component of ConocoPhillips' early career development. During the first 18 months, our new geoscientists may participate in two sessions of practical training – *Interpretation Fundamentals* and *Integrated Interpretation*. Key focus areas include petrophysics, seismic interpretation, stratigraphy, structural geology and petroleum systems analysis, with an emphasis on hands-on, collaborative exercises. Additional topics include the business value chain, team collaboration, networking and technical career path opportunities.

ConocoPhillips encourages life-long learning for all employees. In-house and external courses, field trips, and e-learning opportunities are available to geoscientists throughout their careers. Internal Networks of Excellence provide opportunities for global knowledge sharing among technical professionals.

ConocoPhillips has a strong commitment to energy-related research and the global geoscience community. Employees are encouraged to present their technical work at industry conferences and to publish their work when appropriate.

“World-class geoscience training provides an important component of ConocoPhillips' early career development.”



“ I have experienced complete job satisfaction since day one of my 10 months with ConocoPhillips through diverse early career learning opportunities and challenges, as well as from the mentoring, support and recognition offered by more experienced ConocoPhillips employees. ”

– Jennifer, Geologist, Anchorage

Two Houston geoscientists discuss a poster presented at the ConocoPhillips Subsurface Symposium, our premier global technical conference. ▶



## What we're looking for

ConocoPhillips seeks highly motivated, top-performing individuals with master's or doctoral degrees who enjoy solving geological and geophysical problems in a team-oriented organization. We believe that the scientific and business challenges in the energy industry provide one of the most exciting and rewarding careers that geoscientists can pursue in the 21st century. We value each individual's unique background, skills and opinions, while ensuring that each geoscientist is given the opportunity to learn the relevant software and data analysis techniques.

## Geoscience and Reservoir Engineering (G&RE) Technology and Projects

### Who we are

G&RE technology delivers value to ConocoPhillips through technical development, creative research, integration across disciplines and partnership with business units.

We provide leading-edge technology, integrated solutions and functional excellence to the subsurface disciplines within the company. We seek highly motivated, top-performing individuals with advanced degrees who want to perform applied research and solve problems in a team-oriented organization.

### How you can contribute

Pursuing a career within the ConocoPhillips G&RE technology group offers many advantages, including the opportunity to work with leading industry experts in an environment that fosters innovation and collaboration, the chance to use or create the latest cutting-edge technology available within the industry, and access to a technical track career path. The multidisciplinary work provides exposure to widely diverse projects around the world, many areas of expertise and cultures that span the globe.

Within G&RE technology, you can perform applied research that solves complex interdisciplinary problems. The applied research is done through a combination of internal organizational efforts, use of our state-of-the-art laboratories and partnerships with universities and outside technical organizations. We participate in hundreds of university research projects each year. Our internal and external research work is aggressively tested in our global business units to assess the potential impact on production and reserves. As the technology matures, we work to fully implement it within our global businesses.

### How you can grow

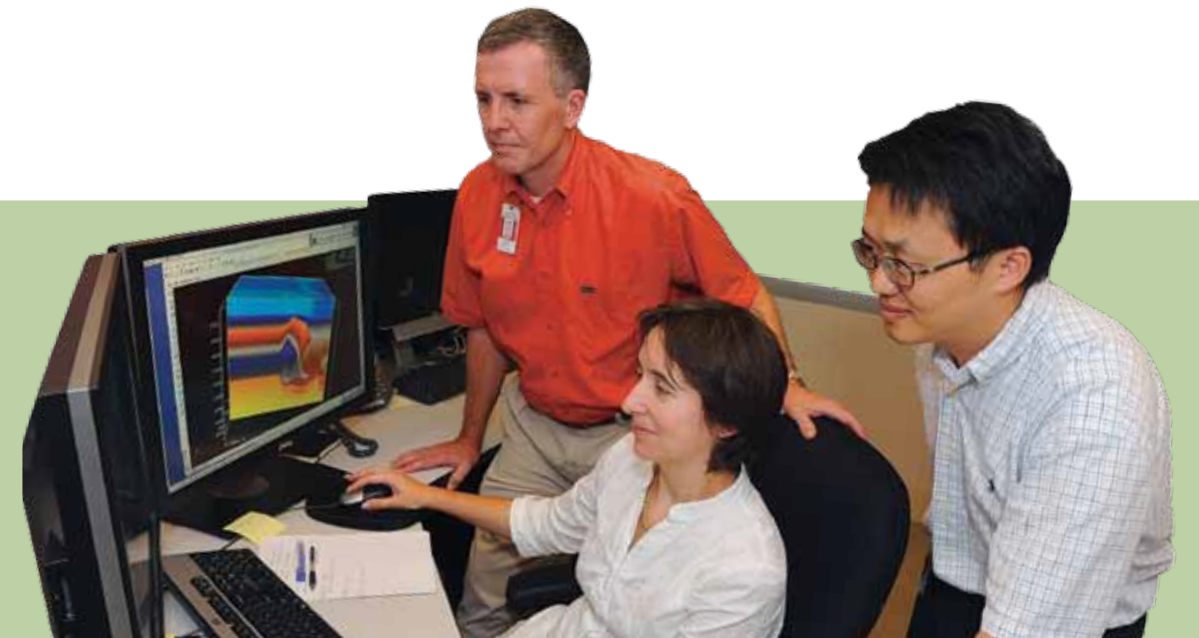
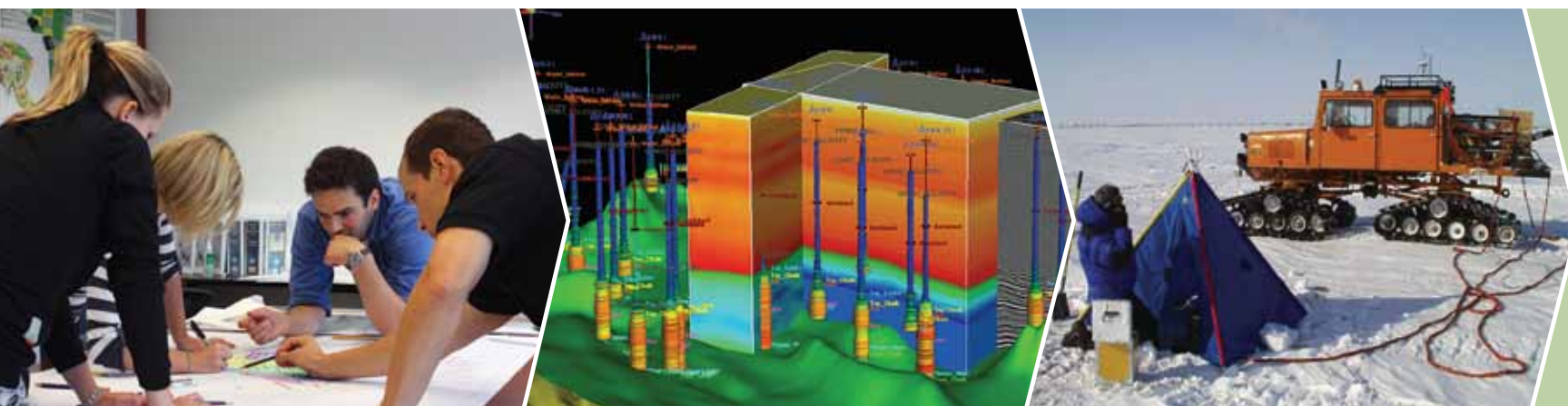
Work assignments in G&RE technology and in our global business units provide the foundation for career development with an emphasis on positive contributions to business goals. Mentoring and training are an integral part of career development, designed to help new hires to G&RE technology adapt to corporate life and to support their career goals.

### What we're looking for

ConocoPhillips recruits talented geoscientists and engineers who are pursuing master's or doctoral degrees and have an interest in challenging and rewarding careers in the G&RE technology sector of the energy industry.

Examples of G&RE technology degrees are:

- ▶ Geology, geophysics, geomechanics.
- ▶ Petrophysics, petroleum engineering.
- ▶ Geochemistry, biology, biogeochemistry.
- ▶ Geomodeling, geostatistics.
- ▶ Computational science, visualization mathematics.
- ▶ Chemical, electrical or mechanical engineering.





# Global Supply Chain

## Who we are

Global Supply Chain is part of ConocoPhillips' Project Development and Supply Chain organization. Our purpose is to deliver global, commercial and proactive supply chain expertise to create maximum value for ConocoPhillips. It is our responsibility to ensure the company gets the most value for the materials and services that are required to find oil and gas and bring it to market.

Global Supply Chain helps the company manage its cost structure through understanding of key supply markets and vendors, as well as helping to deliver complex projects across the globe. Global Supply Chain is a critical partner in the company's success.

## How you can contribute

At ConocoPhillips, put your commercial skills to work by negotiating with suppliers across the globe to deliver the highest-quality products and services at the right price and at the right time. Your contribution can help the company build on a strong foundation of value-generating assets.

Whether in Global Strategic Sourcing and Category Management, Global Contracts and Services, Supply Chain Americas, or a business unit office, Global Supply Chain partners with operations management to deliver value to the corporation.

There are more than 620 supply chain employees worldwide working together and supporting the needs of ConocoPhillips. Opportunities to test your skills may include cost modeling, development of sourcing strategies, analysis of internal spending and negotiations with suppliers. Prospects also include inventory management, supply market analysis and management of supplier relationships. Expertise can be gained in developing and managing contracts, both for operations and major capital projects. Day-to-day purchasing activities go hand in hand with management of the Procure-to-Pay process and strategy. In addition, governance, planning and talent management are of prime importance.

*“This was a memorable summer experience!”*



## How you can grow

Career development is an ongoing process of matching your current and future career objectives with those of the organization you support. As a new hire, you can become part of the **GSC College Hire Program**. The purpose of the program is to provide a structured development plan to ensure that each new hire has exposure to various disciplines or work experiences within Global Supply Chain to gain an overall understanding of the function and its purpose within ConocoPhillips. The intent is to ensure a strong foundation for the future leaders of our organization.

The structure of the program includes various assignments in our center groups and business units, each lasting 12-24 months. Opportunities are available across the U.S. with the majority of those in the U.S. Lower 48. The opportunities are assigned based on business need and availability. Your development needs, desires, mobility and aspirations are also taken into account. As a GSC College Hire Program participant, you will receive additional training and development opportunities, as well as networking and mentoring assistance.

Global Supply Chain is committed to providing employees with the support and training they need to enhance their contributions to the company and achieve their personal career goals.

## What we're looking for

ConocoPhillips provides opportunities in Global Supply Chain for various disciplines, including supply chain, business and engineering majors. Develop your commercial, analytical and communication skills through the diverse scope of professional positions available within Global Supply Chain.



“I loved my internship experience at ConocoPhillips because I felt like I was part of a family! Everyone was friendly and welcoming. The tasks I was given were value-added tasks that helped me learn about the industry. If I ever had a question, I could ask, and people would take time out of their busy schedules to explain things to me. Initially I was expecting my internship to be like a summer job, but by the end of it, I realized that this was a memorable summer experience!”

– Zain, Global Supply Chain







*“This is a place where you’ll see yourself  
years down the road.”*

# Human Resources

## Who we are

Human Resources’ employees around the globe partner with business units and functional teams to build an environment where every employee can grow and succeed. HR professionals are focused on attracting, developing and rewarding a talented, diverse workforce that will live the SPIRIT values and provide the power to fuel ConocoPhillips’ success. Building high-performing organizations, providing career opportunities and development, and recognizing each employee’s contributions are key responsibilities for our function.

## How you can contribute

At ConocoPhillips, we define talent requirements and resources in alignment with our business strategies. Our Human Resources professionals ensure a strong leadership pipeline, help employees manage future workforce planning, design competitive compensation and benefits programs, and drive effective performance management processes. Our global workforce strategy is used to align our people resources with the needs of our businesses around the world.

### **Reinforce a results-driven work environment.**

Our HR organization knows and values the energy business, our customers and the competitive environment.

HR employees provide expert counsel to increase organizational effectiveness, build and manage senior relationships, and identify and champion major organizational transformation.

### **Enable people to be all they can be.**

Throughout the company, our HR staff helps influence organizational people values and behavior. Our team is on hand to provide counsel to managers and employees on engagement and help employees surface needs and concerns. We also ensure fair, ethical and equitable people policies and practices and provide employees with opportunities to manage their careers and understand their career opportunities.





“At ConocoPhillips you’ll find that developmental opportunities and personal growth are abundant and people are our best assets. From the onset of my internship, to where my career is today, there has been an unending supply of support, collaboration and friendship. As an HR professional at ConocoPhillips, you’ll experience an energetic environment that provides opportunities to make a meaningful difference to the company as well as to every employee. This is a place where you’ll see yourself years down the road.”



– Christine, Human Resources

**Here are some examples of different roles in which you can contribute:**

**HR Business Partners**

HR business partners are generalists embedded in the businesses. They are dedicated to providing business-unit-specific strategic and consultative services to executives and line managers concerning their people-related issues. HRBPs routinely consult with the Centers of Excellence and the HR Shared Services group to service the particular needs of the business or function and employees they support.

**Centers of Excellence**

Centers of Excellence group members are specialists who provide strategic, design and consultative services to HRBPs and assist the HRSS group in resolving complex issues. CoE professionals also are committed to developing a world-class level of expertise and sharing that knowledge across the company. CoE services include expatriate services, global compensation and international benefits services, integrated occupational health services, and talent management.

**HR Shared Services**

The HR Shared Services group is a shared service organization that responds to employee inquiries and processes HR transactions. The HRSS group was created to provide the most cost-effective and efficient operation for routine administrative tasks and inquiries (e.g., benefits administration, payroll processing and data maintenance).



“One of the many things I like about my job at ConocoPhillips is the opportunity I have to interact with the company’s leaders to help them develop more leaders for our company’s future.”

– KC, Human Resources

“Working for ConocoPhillips has provided me with many opportunities for cross-functional assignments, management and peer networking within the company and with other industry leaders. I am encouraged to learn and expand my skill set on a daily basis.”

– Kristie, Human Resources

**How you can grow**

HR new hires have the opportunity to experience a variety of positions throughout the HR function, whether working as an HR business partner or in the Centers of Excellence or as part of the HR Shared Services team. New hires not only will grow and develop deep functional expertise, but also have the opportunity to create real value by working directly with the business. These employees will learn to think strategically, influence people and apply the skills they’ve gained in college. Along the way, HR new hires also will gain a great deal of knowledge about the businesses they support.

Some of the most impactful growth opportunities are through on-the-job development and involvement in major projects, complemented with relevant training opportunities, including instructor-led and computer-based courses on a variety of functional and business topics.

**What we’re looking for**

The HR organization is looking for highly motivated applicants obtaining degrees in Business with speciality in Human Resource Management, Human Resource Management, or equivalent who can bring a fresh perspective and diversity of thought to our workforce. Relevant skill sets include strong analytical capabilities, strategic thinking, change management and excellent communication skills.



performance  
 benefits  
 culture  
 career development  
 compensation



# Information Technology

## Who we are

In a company the size of ConocoPhillips, you can count on challenging work. Whether you are interested in a career supporting the technology behind the fast-paced commercial oil and gas trading business, building and running infrastructure, or blending your people and problem-solving skills as a business partner, you will be part of an Information Technology organization focused on service excellence.

Our IT cultural building blocks are partnership, ownership and alignment:

- ◆ We are partners working as one team, developing and maintaining great relationships, committed to each other's success.
- ◆ We have ownership to drive business results.
- ◆ We are aligned with and committed to the businesses we support.

## How you can contribute

Whether you are studying management information systems, computer science or another IT-related field, there's a place for you in the ConocoPhillips IT organization. Employees can contribute in a variety of areas around the world. University new hires add value to our company every day, working in our three delivery groups:

- ◆ Business partners provide business-direct services, connecting leveraged services with the business, translating their customers' needs into service requirements.
- ◆ Functional leadership provides strategy, policy, compliance, enterprise architecture and vendor relations.
- ◆ Leveraged service centers provide scale and expertise for:
  - Customer support.
  - Development.
  - Applications.
  - Operations management.
  - Infrastructure.
  - Security and privacy.
  - Data and information.

*“We are able to build and maintain relationships on a daily basis.”*





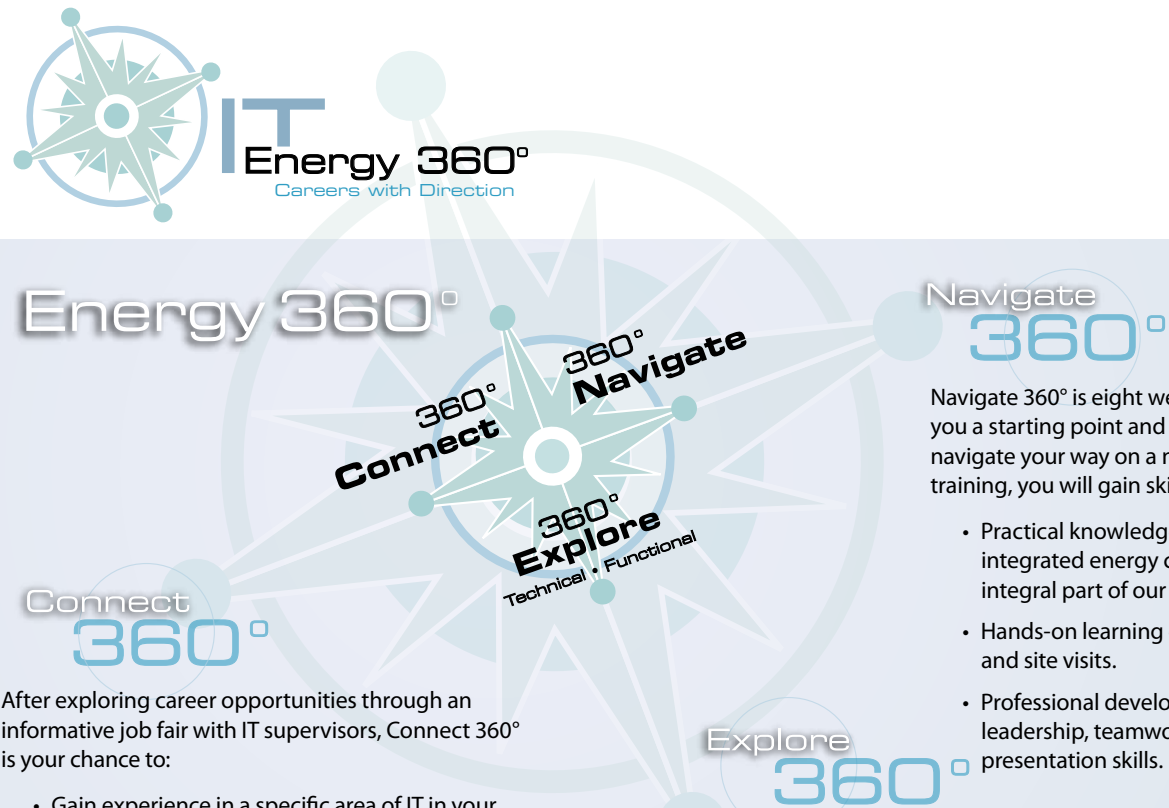
“ In the Commercial IT organization, I have been able to work directly with users to develop solutions in response to their needs. Understanding the business is critical. I have been given a strong foundation in the energy industry and IT organization through hands-on training, job mentoring, and the Navigate 360 program. ”

– Kelsey, IT Commercial Gas and Power



## How you can grow

Energy 360° is a training program designed to help point your information systems career in the right direction. This program will allow you to explore career opportunities through industry and IT training while contributing to the company. The Energy 360° program begins with Navigate 360°, continues with Explore 360° and concludes with Connect 360°. The goal of this experience is to energize your career development and give you a 360-degree view of the opportunities within ConocoPhillips.



After exploring career opportunities through an informative job fair with IT supervisors, Connect 360° is your chance to:

- Gain experience in a specific area of IT in your first assignment.
- Attend professional development training.
- Interact with IT managers at monthly forums.
- Become an engaged employee through participation in the New Hire Network.
- Establish a relationship with a career mentor to help guide your short- and long-term career objectives.

After completing this rotation, you will have come full circle, or 360 degrees, ready to continue your successful career with ConocoPhillips.

### Navigate 360°

Navigate 360° is eight weeks of training that will provide you a starting point and a map to guide you as you navigate your way on a new career adventure. During this training, you will gain skills that will empower you with:

- Practical knowledge of ConocoPhillips as an integrated energy company and how IT is an integral part of our organization's success.
- Hands-on learning experiences through field trips and site visits.
- Professional development opportunities in leadership, teamwork, communication and presentation skills.

### Explore 360°

Explore 360° will give you the opportunity to learn about the different areas of IT that support the operations of ConocoPhillips. Through presentations from management and an extensive job fair to explore IT job opportunities, you will discover the areas within IT that will help broaden your knowledge, skill set and professional network. This should help you determine which direction you want to steer your career.

Examples of the job assignments available include:

- Web Development.
- Information Security.
- Application Support.
- Business Analysis.
- SAP Business Support.
- Email, IM and PDA Support.
- LAN and WAN.
- Desktop and Server Administration.
- Network and Infrastructure Support.
- Collaboration and e-Conferencing.
- Programming.
- Database Administration.
- Project Management.
- Business and Systems Analysis.

## What we're looking for

The IT organization targets students with a passion for IT and a desire to work in the energy industry. We look for well-rounded students with a good GPA, strong communication skills, campus leadership and community involvement. Relevant skills include strong technical skills, analytical and problem solving skills, innovation, teamwork and communication skills.

“ As a business analyst, I work daily with end-users, data analysts, application support groups and technical computing groups. Business analysts are IT liaisons to business units and help manage the IT budget, facilitate projects, map processes and ensure IT strategies are aligned with business goals. In this role, I've had the opportunity to coordinate a data room for our Alaska Business Unit. I worked with top managers from ConocoPhillips, as well as numerous other companies, to ensure a successful event. ”



– Abby, Information Technology

“ Within the short year I have been with ConocoPhillips, I have gained an abundance of knowledge about the upstream IT organization and how we support the geoscientists and engineers. Each day while interacting with my user base, I troubleshoot and analyze issues they experience with any of our 150 highly complex technical applications. In addition to gaining these hard skills, I have also had opportunities for professional development. I am a member of the New Hire Network Steering Committee and the Toastmasters club. I look forward to a long career with ConocoPhillips! ”



– Kate, GGRE Application Services

“ As a new hire for ConocoPhillips I received my first assignment in Anchorage, Alaska, where I have worked on a variety of IT projects – configuring servers, creating websites, working with databases and coordinating resources. In my role I have been exposed to many of the IT groups in ConocoPhillips as well as worked directly with users in the oilfield. ConocoPhillips Alaska has provided me with some amazing opportunities both inside and out of work! ”



– Logan, operations analyst, Alaska IT



# Get ahead. Be an intern.

**Want to gain real work experience, enhance your skills and make an immediate impact with the world's largest independent E&P company? Consider an internship with ConocoPhillips!**

As an intern, you'll be provided with unique and challenging projects that will enrich your knowledge about your field of study, highlight what ConocoPhillips has to offer and help you learn more about the latest innovations in the ever-changing energy industry.

We hire from multiple disciplines, including engineering, geology and business, for internships in Exploration and Production; Health, Safety and Environment; Finance; Information Technology; Global Supply Chain; and other areas.

ConocoPhillips seeks the brightest and the best from colleges and universities around the globe. In 2012, more than 250 students participated in the internship program in various locations throughout the United States.

## ► Challenging Assignments

Coffee and copies? Not here!

At ConocoPhillips you will be immersed in an environment that can offer you exciting and challenging opportunities to contribute. We pride ourselves on the real-world projects we offer and the value interns add to our company each summer. Don't be surprised to find interns gaining hands-on practice in the field, programming applications for use on a global scale or presenting business solutions to management. No matter what your specific discipline may be, you can count on using the knowledge you have acquired in life and in your studies to advance your understanding and experience – and contribute to ConocoPhillips' success in the process!

## ► Knowlegable Mentors

ConocoPhillips knows that building meaningful relationships with experienced professionals helps our interns grow and develop themselves personally and professionally. That is why we provide each intern with a mentor. Mentors share knowledge and insight they have gained from their on-the-job experiences and years of service to help acclimate you to your job, to ConocoPhillips and to your specific work location. And mentors aren't just for networking and knowledge-sharing – they often become lifelong friends!

## ► Endless Activities

Do you enjoy the extracurricular activities on your university campus? Find them at ConocoPhillips, too! Our professional, social, volunteer and team activities offer what is perhaps the biggest draw to our Summer Intern Program. Whether you are participating in an informative Lunch-'n-Learns, stocking shelves for a local food pantry, climbing the stairs of a drilling rig, or hoisting a fellow intern through a web maze and obstacle course, you'll build new knowledge and relationships that will last.



## Your career starts today.

Begin exploring your ConocoPhillips career opportunities today for a promising tomorrow. Visit our Careers site at:

[www.conocophillips.com/careers](http://www.conocophillips.com/careers)

ConocoPhillips offers exciting opportunities to build an inspired and successful career. Whether you are seeking full-time positions or summer internships, we have a place for you.



Scan here to view a ConocoPhillips intern experience.





# How to apply

## Thank you for your interest in ConocoPhillips!

To apply for an internship or full-time position, please complete the following steps:

- ▶ Register for an interview through your university career center.
- ▶ Apply online at our company website at [www.conocophillips.com/careers](http://www.conocophillips.com/careers).

## Tips for completing the online application:

- ▶ After completing your job search at [www.conocophillips.com/careers](http://www.conocophillips.com/careers), select Apply to begin the application process for the position.
- ▶ Read the Privacy Agreement, and select "I Accept" if you are willing to comply.
- ▶ Enter your login ID and password and select Login. If this is your first time to apply for a job online at ConocoPhillips, you will need to create your ID and password by selecting New User.
- ▶ Choose if you would like to fill in all the information manually or automatically using the information from your attached resume.
- ▶ Complete all required fields.
- ▶ You will receive an email confirming that your application has been submitted.

If you are considered for employment with ConocoPhillips, a campus recruiter will contact you regarding an interview.

Follow ConocoPhillips on



  
**ConocoPhillips**