



## HireRight Applicant Tip Sheet

**The following tips highlight best practices that will allow the background screening process to complete more efficiently.**

- Background checks can be the lengthiest part of the process and can take up to 10 days to process. You are encouraged to initiate the background check immediately so your hire date will not be delayed.

### **Education:**

- Do not abbreviate your school name when referencing it in HireRight. If your university has changed names, use the most current name.
- If you received a GED, be sure to select the GED option from the drop down menu so HireRight can accurately verify.
- In some cases HireRight will have difficulties verifying education. Please be prepared to provide copies of your transcripts and/or completed degree to HireRight and/or ConocoPhillips.
- If you have a bachelor's degree or higher, do not include your high school diploma or GED in the verification form.

### **Employers:**

- As you complete the employer information in HireRight, do not abbreviate employer name.
- The employer name should match the name of the employer on your paystub. If you are working for a contract agency that is contracted to ConocoPhillips, **DO NOT** list ConocoPhillips as your employer. List the name of the employer on your paystub.
- If your employer has had multiple name changes due to mergers or acquisitions, please use the current employer name. Be prepared to provide paystubs, W-2s or 1099s to verify employment for the last 7 years if for some reason HireRight is unable to verify due to employer name change.
- The employer telephone number field should be an employment verification phone number, not your supervisor's phone number.
- Only list one position per company for the purposes of verifying employment.
- To expedite the employer verification in the background check, it is helpful to provide W-2s, 1099s and/or paystubs to HireRight.