

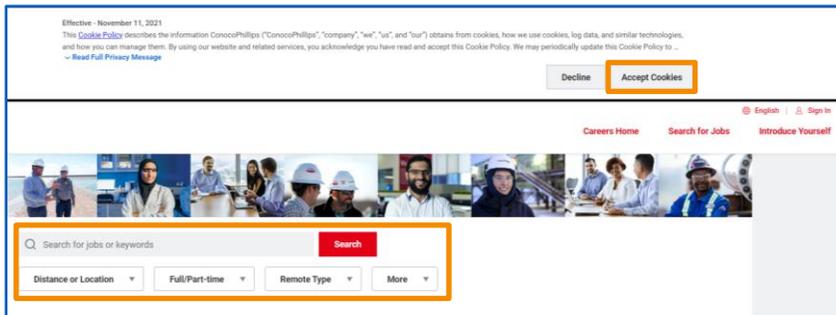
OVERVIEW

This document is intended for the external candidates and explains the following processes.

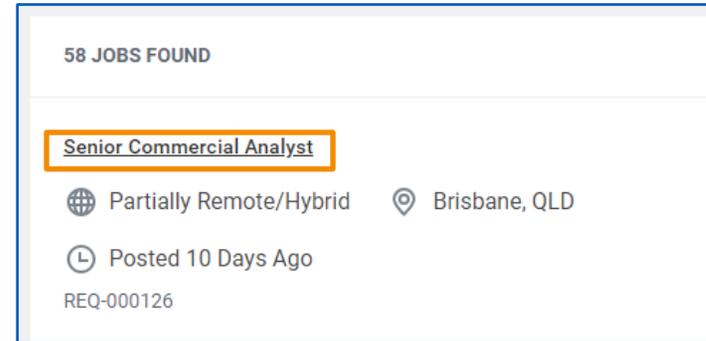
- Apply for a Job
- Introduce Yourself
- Create Job Alerts

APPLY FOR A JOB

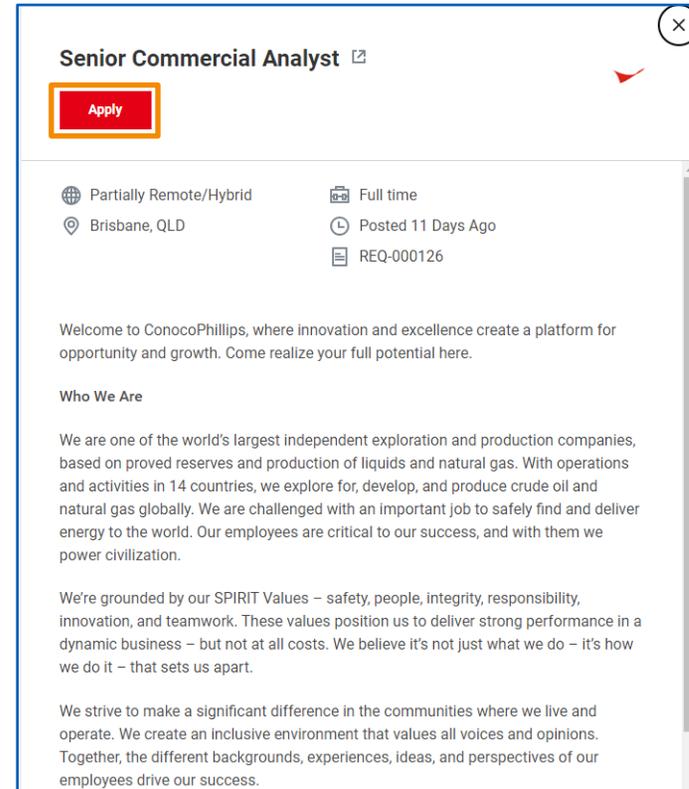
1. Access <https://careers.conocophillips.com/> and click **Accept Cookies**.
2. Utilize filters to refine the search results and narrow down your options.



3. Open the desired job by clicking on its name.



4. Review the job details and click **Apply**.



RECRUITING: Set up Candidate Account

External Candidate

5. Select the applicable option from **Autofill with Resume**, **Apply Manually**, **Use my Last Application**, and **Apply with LinkedIn**.

Start Your Application ✕

Senior Commercial Analyst

Autofill with Resume

Apply Manually

Use My Last Application

Apply With LinkedIn

6. If you have an account, enter your **Email Address** and **Password**. If you are a new user, click **Create Account**. For this example, we will create a new account.

Sign In

Email Address

Password

Sign In

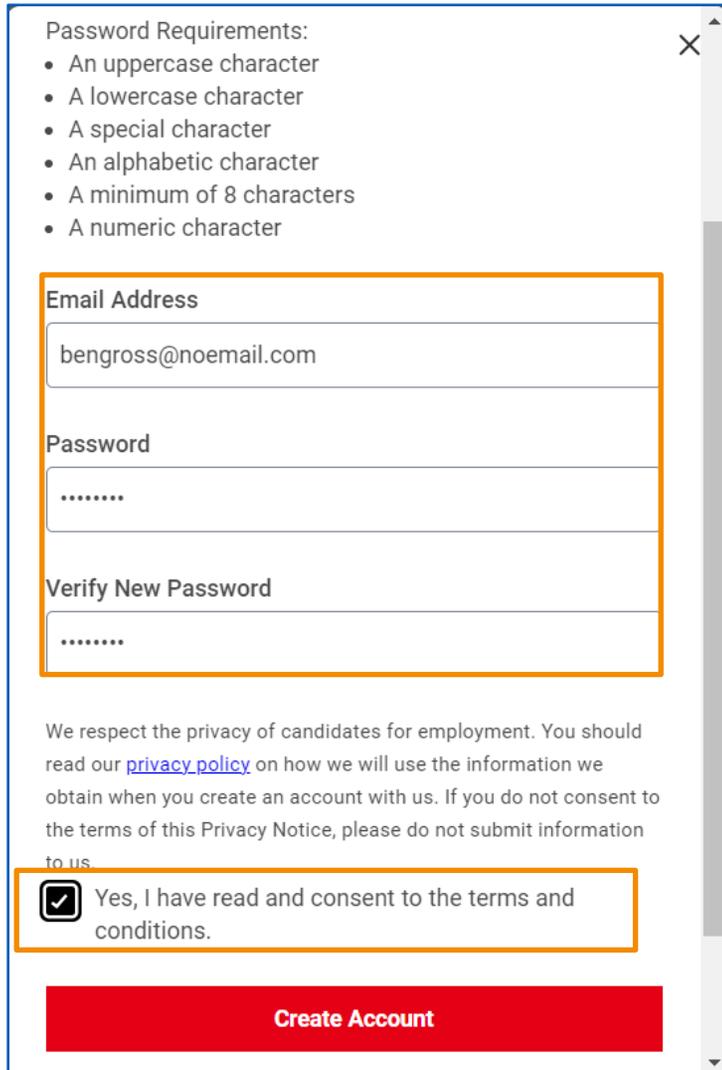
Don't have an account yet? [Create Account](#)

[Forgot your password?](#)

RECRUITING: Set up Candidate Account

External Candidate

7. Enter your **Email Address**, set a **Password**, and re-enter your password in the **Verify New Password** field.
8. Read the privacy policy and check the applicable checkbox.
9. Click **Create Account**.



Password Requirements:

- An uppercase character
- A lowercase character
- A special character
- An alphabetic character
- A minimum of 8 characters
- A numeric character

Email Address

bengross@noemail.com

Password

.....

Verify New Password

.....

We respect the privacy of candidates for employment. You should read our [privacy policy](#) on how we will use the information we obtain when you create an account with us. If you do not consent to the terms of this Privacy Notice, please do not submit information to us.

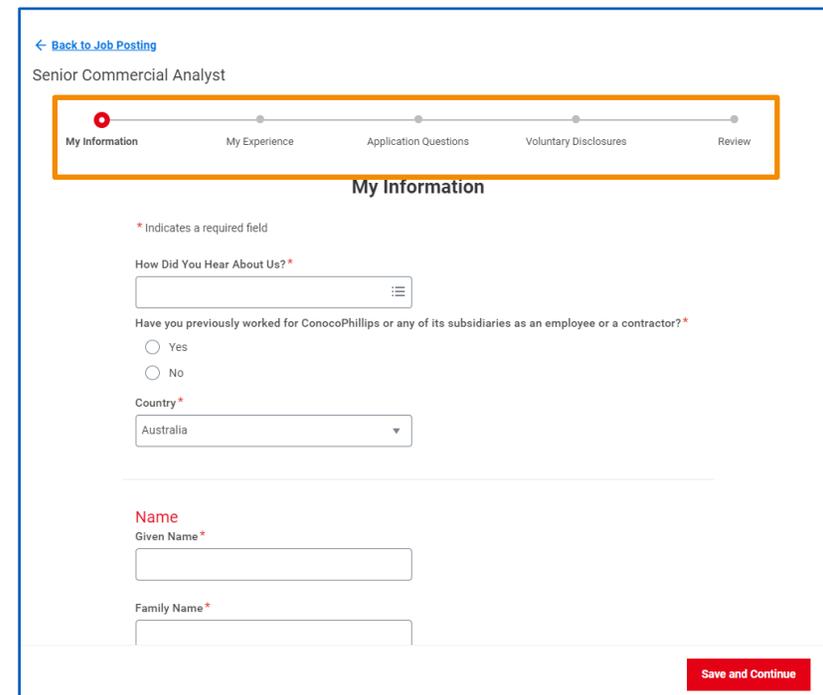
Yes, I have read and consent to the terms and conditions.

Create Account



Note: Upon selecting "Create Account," a pop-up will appear, informing you that an email has been dispatched for your verification. Please access the email associated with your account creation and follow the instructions provided to verify your account.

10. Please go through all the sections that are highlighted and enter as much information as you can. Make sure to complete the mandatory fields, which are indicated by an asterisk (*).
11. Click **Save and Continue** as you complete each section.



[← Back to Job Posting](#)

Senior Commercial Analyst

My Information My Experience Application Questions Voluntary Disclosures Review

My Information

* Indicates a required field

How Did You Hear About Us? *

Have you previously worked for ConocoPhillips or any of its subsidiaries as an employee or a contractor? *

Yes

No

Country *

Australia

Name

Given Name *

Family Name *

Save and Continue

12. On the **Review** page read through all the information and click **Submit** to complete the process.

Senior Commercial Analyst

My Information My Experience Application Questions Voluntary Disclosures Review

Review

My Information

How Did You Hear About Us?
ConocoPhillips Website

Have you previously worked for ConocoPhillips or any of its subsidiaries as an employee or a contractor?
No

Name
ben gross

Address
Australia

Email
bengross@noemail.com

Phone
+61 1234567 (Mobile)

Back **Submit**

INTRODUCE YOURSELF

If you're unable to locate a job that aligns with your qualifications, you can utilize the **Introduce Yourself** feature to provide us with your information.

1. Access <https://careers.conocophillips.com/> and click **Introduce Yourself**.

Careers Home Search for Jobs English Sign In **Introduce Yourself**

Search for jobs or keywords Search

Distance or Location Full/Part-time Remote Type More

58 JOBS FOUND

Senior Commercial Analyst
Partially Remote/Hybrid Brisbane, QLD
Posted 11 Days Ago
REQ:000126

Who We Are
ConocoPhillips
Careers

2. Enter information in all the mandatory fields marked with an *.

Introduce Yourself

Don't see the dream job you are looking for? Drop off your contact information and resume and we will reach out to you if we find the perfect fit!

Country*
United States of America

First Name*
benn

Last Name*
gross

Email
bengross@noemail.com

Phone Device Type
Mobile

Country Phone Code
United States of America (+1)

Phone Number
123456789



Important: Double-check that all the information, including any attachments, is accurate. Once you submit, please note that you will only be able to make changes by withdrawing the current application and reapplying for the job.

3. Upload your **Resume / CV**.
4. Check the **I agree** checkbox and click **Submit**.

Phone Number
123456789

Resume/CV
Upload either DOC, DOCX, HTML, PDF, or TXT file types (5MB max)*

Drop file here
or [Select file](#)

By entering your email address and submitting your resume, you agree to our [Privacy Policy](#) statement and consent to be contacted.

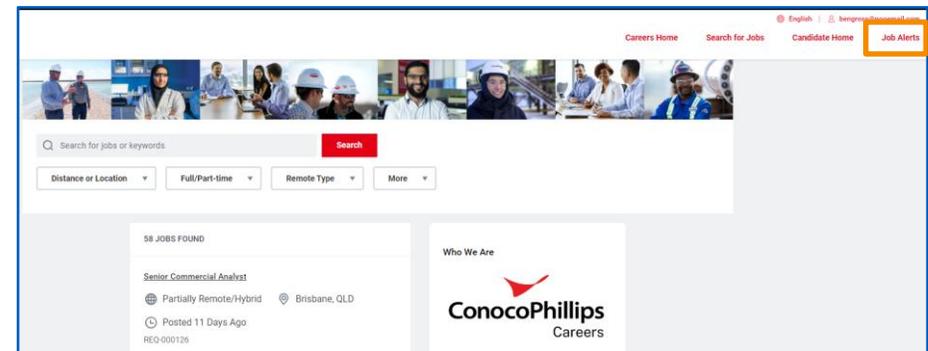
I agree*

Cancel Submit

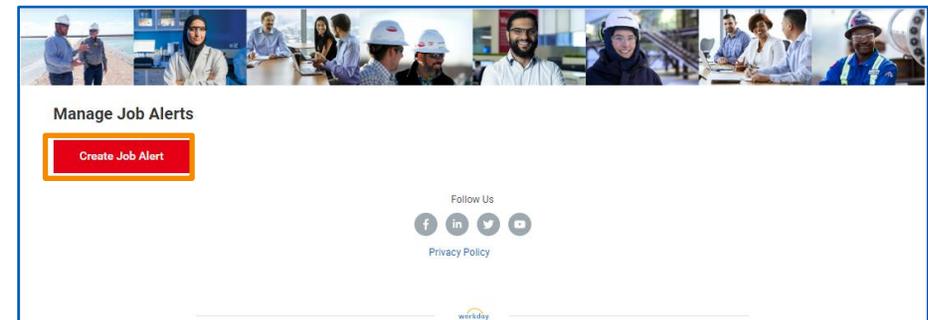
CREATE JOB ALERT

Job Alerts is a convenient feature that helps you stay informed about new job opportunities that match your preferences and qualifications. By setting up personalized alerts, you'll receive timely notifications whenever relevant positions become available within your desired locations, industries, or job categories. To create an alert, follow these steps.

1. Log into your profile at <https://careers.conocophillips.com/>.
2. Click **Job Alerts** at the top-right corner.



3. Click **Create Job Alert**.



Important: Providing your details through "Introduce Yourself" does not automatically qualify you as a job candidate. To be considered as a candidate, you must apply to a specific job posting.

RECRUITING: Set up Candidate Account

- 4. Enter values in the **Name Your Job Alert** and **Frequency** fields. Select values in the additional fields as appropriate to filter the type of jobs you want to be alerted about when posted.
- 5. Click **OK** to complete the process.

Create Job Alert

Name Your Job Alert *
preferred location

Frequency *
Daily

Job Category
× Commercial

Location Country
× Australia

Location Region/State/Province

Locations

Job Type

Full/Part-time

OK Cancel