Intern / Co-op student

Pre-Employment Process Overview

- Action required by candidate
- Action required by ExxonMobil

Candidate Accepts
Offer and completes
Post Offer
Acceptance info



ExxonMobil emails Pre-Employment forms to candidate



Within 1 week of accepting

Candidate completes electronic pre-employment forms:

- > Work Eligibility Documentation
- > Upload unofficial transcript



To be completed as soon as possible

AWSI will contact (email/phone) candidate to schedule drug test ExxonMobil emails candidate the following form to be completed:

> Medical Questionnaire

HireRight emails candidate to review, complete and sign background check authorization form



ExxonMobil begins processing Pre-Employment forms



ExxonMobil approves relocation benefits for candidate (if applicable)

CARTUS Relocation
Consultant will contact
candidate
60-90 days

prior to

start date

Candidate is Clear to Start



First day at ExxonMobil

Within 6 months of start date

Within 30 days of start date