



## OOG and OPC-Internal Job Posting Process

### **PURPOSE**

The purpose of the job posting guideline is to ensure that all Permian and Corporate OOG employees are aware of and have the opportunity to apply for open positions. While it is Oxy's philosophy to provide internal career opportunities whenever possible, there are business conditions that could cause a position to be filled without posting, or to post the position internally while simultaneously recruiting external candidates.

### **ELIGIBILITY**

All regular part-time and full-time Oxy employees who have completed a **minimum of one year** in their current position and who have satisfactory performance are eligible to apply for a posted position. Certain positions that require extensive training and/or on-the-job experience may require employees to spend more time in their current role before they are eligible to be considered for available positions.

Employees with unsatisfactory performance or adverse reprimands and/or warnings (written or verbal) within the last twelve months may not be eligible to apply for a posted position. Only employees who meet all of the minimum job qualifications should apply.

The minimum time requirement does not apply to individuals who become candidates as a result of a succession planning review or a management nomination.

An eligible internal applicant must apply online at <https://tm.oxy.com/webtool/taleologinportal.aspx> and formally complete an application for consideration.

### **JOB POSTING**

Select nonexempt and exempt entry positions will be posted on the internal Career Opportunities website (Taleo) for a minimum of five (5) business days. The Human Resources department will inform all employees via an email communication of the posted positions, the deadline and application process. The posting will include the job title, department, location, job summary, essential duties and minimum qualifications.

### **APPLYING FOR A POSITION**

Employees desiring to apply for a posted position may do so via the Taleo online job posting system, which allows the employee to submit a complete summary of their job related skills, knowledge and experience.

### **INTERVIEW PROCESS**

Applications submitted through the job posting process will be reviewed by the Human Resources department. Once qualified applicants have been identified, the applications will be forwarded to the hiring manager. Selected applicants will be interviewed and considered for the posted position within 14 days of the application deadline. All components

of the interview process (interview, skills, competencies, and on the job performance) will be weighted consistently in the overall selection process. Non-qualified internal Oxy candidates will be notified with the reasons for not meeting minimum qualifications.

**SELECTION PROCESS**

Once the hiring manager has made a final selection, an offer will be made. The hiring manager will notify all internal candidates interviewed but not selected in order to give feedback regarding their application.

If you have any questions or concerns regarding these guidelines, please contact your Human Resources Representative.