## Full-time hire

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



> Work Eligibility Documentation

Candidate completes electronic

pre-employment forms:





To be completed as soon as possible

AWSI will contact (email/phone) candidate to schedule drug test ExxonMobil emails candidate requesting to complete one of the following:

- > Medical Questionnaire
- > Physical exam

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



ExxonMobil begins processing Pre-Employment forms

Within 6 months of start date



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



Within 30 days of start date Candidate to upload official transcript when completing New Hire Step



First day at ExxonMobil