ONLINE APPLICATION INSTRUCTIONS:

Thank you for using ExxonMobil’s online application process. As this system is global and is used for applicants worldwide, it may be somewhat different from other systems you have used. You will notice that many of the drop-down lists comprise global locations, universities, and degrees. We hope that you’ll appreciate the benefits that a global system brings to our recruitment process.

This site is for submissions by individuals, not by third parties. ExxonMobil does not pay fees to search firms, employment agencies and similar parties for any referral unless authorization has been obtained in advance. The firm must also have a current agreement with ExxonMobil and obtain a reference number for submission with the candidate information.

Hiring for Operations and Support Staff positions is not coordinated through this system. Please visit the Jobs & Careers section of the ExxonMobil.com home page to learn more about applying to these positions.

SEARCHING FOR JOBS:
This resume submission process is for full-time U.S. professional positions and student placement positions (i.e. internship/co-op) only.

Through this site, you are able to submit your resume for 3 professional “Employment Types:"

- A “University Student Seeking Full-Time Employment” is defined as a new or recent graduate seeking an entry-level professional position. Please post your resume and application to the job title that best describes your current school and discipline information (i.e. Arizona, University of - Engineering). If your school is not listed, please post your resume and application to the job title that indicates "Other" in the school field and your discipline (i.e. Other - Engineering). If your discipline is not listed, please post your resume and application to the job title that includes your school, but lists "Other" for the discipline (i.e. Arizona, University of - Other).
- A “University Student Seeking an Internship/Student Placement” is defined as a summer intern or co-op work term. A "University Student Seeking an Internship/Student Placement" candidate would apply in a fashion similar to a "University Student Seeking Full-Time Employment."
- A "Professional Seeking Full-Time Employment" is defined as a college graduate with 3 or more years of relevant work experience. A "Professional Seeking Full-Time Employment" candidate can most effectively locate the job to which they wish to apply by utilizing the Keyword Search OR the Job Category/Work Interest Search OR the Employment Type Search.

Completing the online application will take between 5 and 15 minutes.

RESUME:
- You must upload an electronic copy of your resume, or recreate a resume by typing or copying it into the system. Applications without a resume are incomplete and will not be considered during the employment process.

CANDIDATE DETAILS:
- Ensure your candidate details are correct.

ATTACHMENTS:
- University Student candidates must upload their transcripts unless their university restricts them from doing so. Otherwise, any additional attachments are optional.

EDUCATION & BACKGROUND:
- Please select your university from the menu. To find your school, type the first letter of the school name to jump to that part of the drop-down list. (Example: For the University of Michigan, type “U” and press “Enter”. Then scroll until you find the University of Michigan.) If your school is not listed, please select “Other”.
For candidates who have not yet graduated, please enter your anticipated degree in the "Select your degree in progress or your most recent degree received" field, and enter your anticipated degree date in the "Date your Most Recent Degree Was Completed" field.

Please enter your Grade Point Average in the "Provide your grade or average mark for your degree in progress or your most recent degree received" field.

Select the nearest letter grade consistent with your grade or average mark in the appropriate field.

If you have additional degrees, you may select "Yes" for the "Do you have any additional degrees?" field, which will then allow you to enter additional degree information.

SECONDARY SCHOOL INFORMATION (HIGH SCHOOL):

Please enter any applicable High School information.

WORK AUTHORIZATION:

Applicants for regular U.S. positions must be a U.S. citizen or national, or an alien admitted as a permanent resident, refugee, asylee, or temporary resident under 8 USC 1160(a) or 1255a(a)(1). Individuals with temporary visas such as F-1, H-1, H-2, L, B, or J, or who need sponsorship for work authorization now or in the future, are not eligible. ExxonMobil makes a limited number of exceptions to the above criteria (i.e. we may provide visa sponsorship) for applicants with a M.S. and/or Ph.D. degree in certain research or geophysical specialty disciplines.

CANDIDATE DISCLOSURES:

Please answer the Candidate Disclosures questions:
- Misdemeanor/ Felony Convictions
- Board of Directors
- PriceWaterhouseCoopers Employment

COMPLETING THE APPLICATION:

A Confirmation screen will appear upon completion of the application. A Candidate Reference Number will be sent via email.

You may save your profile as a draft at any time during the application process. However, your profile will not appear in the employment system for consideration until the entire application process is completed and a Candidate Reference Number is received via email.

Fields with asterisks (*) are required and must be completed. While other fields may not be required, filling in as many fields as possible will facilitate a thorough review of your qualifications.

For fields where more than one answer applies, hold down the control key and click to multi-select. You may also use this function to de-select any item previously selected.

When items in your profile have changed, please revisit our site to update your profile, using your logon and password. This will ensure that all of your candidate data and preferences remain current in our system.

Thank you for using our online application process. We look forward to reviewing your submission.

ExxonMobil is an Equal Opportunity Employer