JOB SEARCH FAQ'S

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Q. How do I search for a specific job?

On the Job Listings page, a detailed Search can be performed by Job Function, Job Location, or a combination of both. If you prefer to see all job openings companywide, leave the Keyword Search blank and just press the Search button.

Q. How can I retrieve a forgotten password or user ID?

If you are unable to remember the password used when your profile record was created, click on the 'If you do not remember your password, click here' link under the Previous Applicants section. This link will prompt you to enter your email address (be sure to use the same email address used to create the candidate profile record). Click on the Submit button and a password reset link will be sent to the email address entered.

Q. How can I update my profile and resume?

Login as a Previous Applicant using the email address and password used to create the candidate profile. At the Candidate Welcome Back screen, click on the "Update My Information" link to edit your profile and/or upload an updated resume. Please note uploading a new resume will replace the previously uploaded resume.

Q. If another similar job becomes available, do I have to apply?

Yes, an application must be submitted for each job you would like to express interest and be considered.

Q. How can I apply for a job using a social media profile?

Anadarko accepts applications via LinkedIn. On the Job Application page, simply click on the "LinkedIn Profile" icon at the top of the page. You will be prompted to log in to your LinkedIn profile and the information you have saved will transfer into the job application. Please ensure the information populated from your profile is accurate.

Q. How can I upload a resume document when using an Apple® mobile device?
To upload any resume or additional supporting documents to your application when using an Apple mobile device, the file must first be saved to a Cloud storage application. The two options available are Dropbox or Google Drive. Create a user account with one of these applications on your computer and upload your documents to your account. On your mobile device, download the same Cloud storage application to access your saved documents and upload on the application page.

Q. How can I refer a friend for a specific job opening?
Once you have searched for a specific job, scroll down to the bottom of your screen and select the "Send to a Friend" option. You will be prompted to send an email to the recipient of your choice.

Q. How do I know the company received my application?
You will receive a confirmation email once your application is successfully submitted.

Q. There is an error message after I submit my application. Who can I contact for technical support?
Please revisit all required fields in your application to ensure they are all complete. If you are still receiving an error, contact technical support at: hrinformationsystems@anadarko.com.

Q. When I try to submit my application, nothing happens. What should I do?
Please revisit all required fields in your application to ensure they are all complete. If still unable to submit, contact technical support at: hrinformationsystems@anadarko.com.

Q. How can I check on the status of my application?
Log in as a Returning Applicant entering the email address and password used to create your candidate profile. The Returning Applicant page will display the open job requisition(s) you have applied to, along with the current status of your application.

Q. If I suspect recruitment fraud, who do I notify?
Please visit the webpage: http://www.anadarko.com/Careers/Recruitment-Fraud/. This will include information on how to identify recruitment fraud, and how to report it.

Q. How can I be sure my personal data is protected?
The Anadarko Career Website is powered by Taleo which utilizes several forms of data security for your protection. This includes but is not limited to:

- 128-bit Verisign SSL (Secure Sockets Layer) for data and password confidentiality.
- Secure firewalls with anti-spoofing technology.
- Intrusion detection software and hardware.
- Database-level encrypted fields (Passwords) and custom encrypted fields.

Q. How can I receive/stop receiving notifications about new job openings?
Job Alerts can be created to receive notification when new jobs meeting your criteria are posted to the Anadarko Careers website.

Through the initial Job Search screen, select criteria in the Job Function, Job Location and/or Keyword Search fields (you can select multiple entries by holding the Control key and selecting your entry). Once you have selected your search criteria, click on the Search button to see the results. On the Search Results page, you can save your search criteria by clicking on the Job Alert link.

Enter your email address at the prompt and click on the Submit button to create your Job Alert. Multiple Job Alerts can be created with different search criteria.

Job Alerts can be removed by logging in as a Returning Applicant. Simply enter the email address and password used to create your candidate profile. On the Returning Applicant page, click on the Job Alerts link to see the saved Job Alerts on your profile. Click the Remove link next to the Job Alert you wish to cancel.