



Wood River Refinery

WRR Instructions to workers taking the SecureFit Assessment, rev 9/5/2017



Assessment Instructions

The next step of the hiring process is to complete a short, online assessment. You are expected to complete this assessment on your own without the assistance of anyone else. It should take approximately 15 to 20 minutes to complete the assessment.

To access the assessment, please follow these steps:

1. Click on the following link: <https://phillips66.selectrasonline.com/Recruitment/Recruit.aspx>
2. Select the preferred language at the top of the screen and then press **Continue**.

3. From the drop down menu, select **Wood River** as the facility.

4. Click on the position **Wood River Refinery Contractor**.



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5. Press **Continue** to start your application.

The screenshot shows the top of the application interface with the Phillips 66 and SELEGT logos. A message reads: "You are taking the safety assessment. Please press Continue to begin." Below the message is a "Continue" button. At the bottom, there is a "SelecTrack" logo and copyright information: "Copyright © 1999-2017 Select International, Inc. All Rights Reserved. Browser Support Policy | Privacy Statement".

6. Create an application by entering your Unique ID. The Unique ID is your first (as it appears on your photo ID) and last name (as it appears on your photo ID), two-digit birth month, and two-digit birth date. For example, Joe Smith whose birthday is February 5th would enter joesmith0205. Type in the security code from the image and press **Continue**.

The screenshot shows the Unique ID entry screen. It includes the Phillips 66 and SELEGT logos and an "FAQs" link. A red instruction reads: "Please enter your unique identifier below. Your unique identifier will be your first and last name, two-digit birth month, and two-digit birth day (with no spaces). For example, Joe Smith who has a birthday on February 5th would enter 'joesmith0205' (no spaces). This information MUST MATCH your valid ID (e.g., driver's license) that you are required to present at Phillips 66 before you are allowed to enter the facility." Below this is a "Unique ID:" label and an input field. A security code section is titled "Type the code from the image:" and features a CAPTCHA image with the text "WOODRIVER" and a "Generate New Image" link. A "Continue" button is at the bottom right.

7. On the next screen, enter the following pieces of information: (1) First Name (as it appears on your photo ID), (2) Last Name (as it appears on your photo ID), (3) Phone Number, and (4) Contracting Company (i.e., company you work for, not Phillips 66). Press **Continue**.

The screenshot shows the contact information entry screen. It includes the Phillips 66 and SELEGT logos and an "FAQs" link. A message reads: "You are eligible to apply for this position, please enter the following contact information." Below this are four input fields labeled: "First Name:", "Last Name:", "Primary phone number (10 digits):", and "Enter your contracting company:". A "Continue" button is at the bottom right.

8. The assessment will now begin. If you have questions about this assessment or experience technical problems, please contact Select International Help Desk at 1-800-786-8595 x 1515.