

TIPS FOR SUCCESS

References

References are used by companies as a predictor of your potential success on the job. You should choose references who are familiar with your work history, educational background, communication skills and personality. Avoid citing family members.

Interviewing Skills

It is a good idea to be familiar with the types of questions asked during an interview. There are a number of good reference books available at your local bookstore and/or library, and on the internet.

Presentation Skills

Your presentation style should convey energy and enthusiasm. Be attentive, and listen carefully to what is being said during an interview.

Research

You should be knowledgeable about the company and the position for which you are interviewing. Ask the company to send you information, visit libraries, or search the internet. Current employees of the company can also offer valuable insight.

General Skills

When searching for prospective employees, industry generally searches for people with:

- Excellent interpersonal communication skills
- A demonstrated ability to learn new skills
- A demonstrated knowledge of computers
- Strong work ethic
- Ability to perform as a team player

To Learn More About Job Skills Training Programs Contact:

- ABC Training Program (337) 882-0204
- McNeese State University Process Technology Program (337) 475-5854
- Sowela (337) 491-2068
- Delta School of Business and Technology (337) 439-5765

This brochure is intended for use as an informational resource. Although it provides an overview of general employment practices of the companies listed below; there may be specific procedures that vary by company. Compliance with the suggestions outlined herein does not guarantee that employment will be offered.

Companies identified in this brochure are Equal Opportunity employers. They strictly comply with all applicable local, state, and federal employment laws.

Companies participating in the I-10 & Calcasieu Industries CAPs are: Arch, Basell, BioLab, CertainTeed, Chemical Waste Management, CITGO, ConocoPhillips, Equistar, Firestone Polymers, Grace Davison, Georgia Gulf, Louisiana Pigment, Lyondell, PPG, Sasol, Westlake Chemical.

ENTRY LEVEL POSITIONS STEPS TO EMPLOYMENT

1. Application — LAWORKS

2. Screening

3. Testing

4. Interviews

5. Reference & Background

6. Job Offer

7. Post Job Offer Physical

HOW DOES THE APPLICATION PROCESS WORK?

A general plant application is available at LAWORKS located at 4250 5th Ave., Lake Charles. This application is used to register for a variety of entry-level jobs. It is the applicant's representation to the employer and is a prescreening form. Therefore, all information requested should be completed thoroughly and accurately. Resumes should not be attached in place of completing the application.

Applications are not automatically forwarded to employers upon their completion. When job openings exist, LAWORKS personnel screen the applicants for referral. Referrals are based on the criteria and qualifications given by the employer at the time the opening is listed. Understandably, there are far more applications received each year (approximately 13,000) than job openings, so only a small percentage of applicants will be referred. Those given

preference are veterans of the armed services and those with the most stable work history and education which meets the job specifications given. Referrals are based upon qualifications, not how long an application has been on file. Applications are dated and listed in a computerized applicant log by type of work, not by plant. The application remains active throughout the calendar year in which it is submitted. There is no need to submit separate applications for each plant unless one is applying for different types of jobs.

After applicants have successfully gone through the LAWORKS screening process, then employment specialists within each plant may administer a battery of written tests to groups of applicants who possess the minimum requirements. Such tests are administered periodically depending on the respective company's hiring needs. Some companies have additional hiring requirements.

Applicants scoring most competitively on these tests may be interviewed by plant personnel.

Reference and background checks may be made on those applicants who demonstrated in the interview their interests, skills and ability to work within the plant.

Depending upon the number of job openings, selection of top candidates will be made; and ultimately, an offer of employment may be extended.

Those candidates accepting employment will be given a medical examination and drug screening to assess their capabilities to meet the physical requirements and essential functions of the job, additionally a criminal background check will be conducted.

THE VALUE OF EXPERIENCE

Many plants give favorable consideration to applicants with some type of relevant experience. Any background in construction, or certification in a safety training course is an advantage in seeking industry employment.

Of course, a 2-year degree in Process Plant Technology is also very helpful when seeking a position in operations.

Employment Selection Brochure

A Guide for Persons Seeking Entry Level Positions with Lake Area Industries



presented by the
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