

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 become familiar with the type of questions that may be asked during an interview. There are a number of good reference books available at your local bookstore and/or library, and on the Internet to help you.

Presentation Skills

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

Research

You should be knowledgeable about the company and 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

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) 491-2698
- School to Work (337) 437-6103
- Skills to Work (337) 491-2668

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 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 this initiative are:

Air Liquide, Arch, Basell, BioLab, Certainteed, Chemical Waste Management, CITGO, CONDEA Vista, Conoco, Duke Energy, Equistar, Firestone, Grace Davison, Jupiter, Lake Charles Carbon, Louisiana Pigment, Lyondell, PPG, Praxair, Westlake Group.

The Employment Selection Brochure

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



presented by the
**Interstate 10 and Calcasieu Industries
Community Advisory Panels and the Lake
Area Industry Alliance**

2001



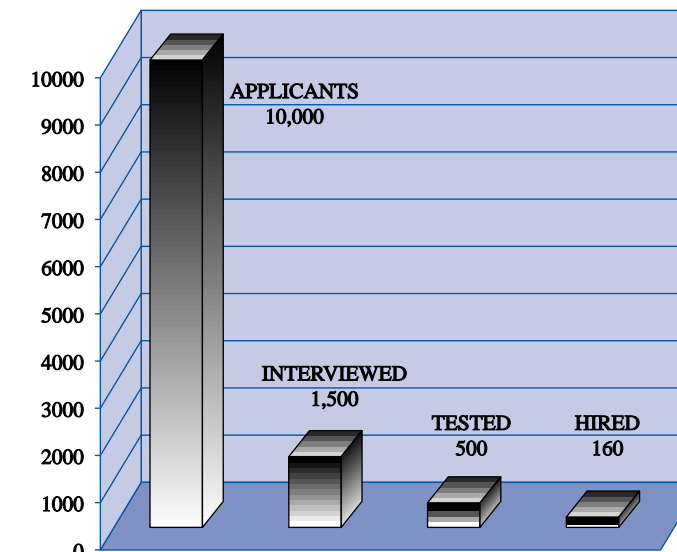
Who are the Interstate 10 and Calcasieu Industries Community Advisory Panels?

Industrial neighbors west of the Calcasieu River have established the Interstate 10 and Calcasieu Industries Community Advisory Panels (CAPs). The CAPs provide the industries with feedback on their operations, concerns of residents, and community expectations of the companies. The companies use this feedback to improve communications with the residents of the Southwest Louisiana area and enact other measures that insure safe, responsible operations.

The I-10 and Calcasieu Industries Community Advisory Panels operate independently from sponsoring companies. Members are volunteers from Calcasieu Parish who represent a broad cross section of the community. These two groups meet monthly with managers from Lake Area Industries.

One topic the CAPs have discussed is the number of new hires and the employment process for these industries. Plant representatives shared information about these topics, and from this information the CAPs have developed this Employment Selection Brochure to be distributed widely throughout the community to assist those interested in obtaining an entry level industry position.

GENERAL INDUSTRY STATISTICS ABOUT HIRING



Data for 1997 through 1999 reveals that the 22 plants collectively hired 400-500 hourly wage employees during the three-year period.

An interesting fact is the prevalence of prior work experience characteristic of new hires. Most new hires received prior on-the-job training in some industry-related capacity before being employed by one of the plants. Of every 10 - 12 applicants chosen for interview, one or two may be hired. This applies to hourly wage employees, who represent the largest employee group at these plants.

Construction and maintenance contractor companies that do business in these plants hire large numbers of employees. These contract workers are employed directly by the contractor companies and do not go through the application / selection process for the individual plants.

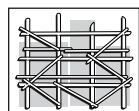
DESCRIPTION OF JOB CATEGORIES



Operations

Operations personnel are responsible for controlling the plant processes by making necessary adjustments.

These adjustments are made by manually activating valves and pumps or through computer controlled adjustments. Operations personnel routinely take readings, samples and inspect the operating unit for problems.



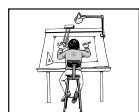
Mechanical

These individuals are responsible for the installation, repair and maintenance of all plant equipment. These positions consist of various crafts such as electricians, pipe-fitters, insulators, welders, carpenters, instrument technicians, painters and machinists.



Clerical

Clerical functions encompass a wide variety of duties and may include computer operations, bookkeeping, answering telephones, filing, typing, preparing reports and assisting customers. Positions include clerks, executive secretaries, warehouse workers and administrative assistants.



Technician

Technicians are responsible for assuring the quality of goods and services produced or other technical functions. Workers in this category are employed as lab testers, inspectors, drafters and related jobs.



Professional

Responsibilities include daily routine activities and making decisions and recommendations that affect the direction of the company. Professional personnel are responsible for specific duties in assigned departments such as accounting, business operations, communications, management, engineering, safety and environmental.



Supervisor

A supervisor is responsible for and directs the work efforts of subordinates according to policies and procedures. Specific cost and time limits must be met in completing work, and such work is inspected for accuracy and completeness. All necessary documents and reports are completed as required.

JOB SKILLS/QUALIFICATIONS

High School Diploma or G.E.D. are the minimum requirements. Some companies may require an Associates degree. Should be able to read flow charts and blueprints. Must have good math, science and verbal skills. Also, must attain successful score on pre-employment tests, be able to work overtime, weekends, shift work and have a good school and work record. Experience preferred.

High School Diploma or G.E.D. required. Must complete formal training and apprenticeship or certification requirements for Journeyman level. Should have good verbal skills, and be able to work overtime, weekends, or shift work. Troubleshooting and industry experience may be required.

Minimum of a High School Diploma or G.E.D. required. Associate or Bachelor's degree may be required. Must be a competent typist, computer literate and be able to learn new software programs. Good communications skills and organization are important. Three to five years experience and/or specialized training preferred.

Advanced training beyond high school with high-tech equipment or processes usually required. Must possess problem-solving skills and good math, written and verbal skills.

College degree in related field required. Must be fully competent in all aspects of related field, and must have good written and verbal communication skills. Also, should be able to work both independently and as a team member on projects.

High School Diploma or G.E.D. equivalency may be required with related vocational training preferred. These jobs are usually filled by internal promotion. Supervisors generally have well-developed leadership, delegation, analytical and problem-solving skills. Excellent management and interpersonal communication skills are a must.

ENTRY LEVEL POSITIONS STEPS TO EMPLOYMENT

1. Application — LA Job Service

2. Screening

3. Testing

4. Interviews

5. Reference & Background Checks

6. Job Offer

7. Post Job Offer Physical

How Does the Application Process Work?

1. A general plant application is available at **Louisiana Job Service** located at **1028 Enterprise Blvd., 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. This application is not used for technicians, supervisors, professional, or clerical positions. For these positions, one must formally register with Louisiana Job Service and provide a current resume.

2. Applications are not automatically forwarded to employers upon their completion. When job openings exist, Job Service 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 (in excess of 10,000) 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 jobs.

3. After applicants have successfully gone through the Louisiana Job Service 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 at periodic intervals depending on the respective company's hiring needs. Some companies have additional testing requirements.

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

5. 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.

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

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

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.