

Southwest Louisiana **WORKFORCE** Resource Guide

A step-by-step guide to prepare you
for a job in support of area industry

FREQUENTLY ASKED QUESTIONS

1. **What is the SW LA Workforce Resource Guide?**

The resource guide is a road map to help job seekers to get from point A to point B on their workforce preparation journey. It includes information to help individuals choose a career, get the training and certifications required, prepare a resume, acquire basic workforce skills and ultimately, land a job. The resource guide provides valuable information but also seeks to connect job seekers with the right people to help guide them in the right direction.

2. **Who is sponsoring the guide?**

Sasol is sponsoring the initiative. However, the SWLA Economic Development Alliance, the Calcasieu Business and Career Solutions Center, local workforce development groups and educational institutions (listed above) have been integral in the development of content for the resource guide.

3. **What is the purpose of the guide?**

New jobs are coming to Southwest Louisiana and it is important that residents who want to work and get promoted in today's workforce get the required training and credentials NOW. The Southwest Louisiana Workforce Resource Guide is a step-by-step guide for getting a well-paying job in support of area industry.

4. **How do I use the guide to get a job with industry?**

The resource guide is based on a six-step process for job seekers to get from point A to point B on their workforce preparation journey. We understand individuals will "enter" the resource guides at different points and the step-oriented format allows for this variability.

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5. **What if I want a service job to support industry, can I use this guide?**

Yes! Steps 1, 2 and 6 will be helpful to anyone looking to get a job in Southwest Louisiana.

6. **I need financial help. Are any scholarships or incentives being offered?**

Yes, there are educational scholarships available from community partners. For approved job skills training programs, Workforce Investment Act funding is available to qualified people to help with tuition, books, supplies, etc. Scholarships are listed in the appendix section of the resource guide. In addition, most of the resources included in the resource guide come at no charge to the public. For example, all of the services offered at the Calcasieu Business and Career Solutions Center and the Calcasieu Parish Library System are offered at no cost.

7. **I do not have a car. Will transportation services be provided for classes, training and interviews?**

Not a problem! The Calcasieu Public Transit System is a curb-to-curbside transit service sponsored by the Calcasieu Parish Police Jury and the Louisiana Department of Transportation and Development. Citizens desiring transit assistance by Calcasieu Transit must meet certain income qualifications. For more information regarding eligibility, rates, and scheduling, please contact Calcasieu Transit at (337) 721-4040.

8. **I have children and cannot afford child care. Will any free child care services be provided so I can take a course or go to an interview?**

This is a problem many parents face. The Calcasieu Parish Police Jury Child Home Day Care Program is one resource that provides cash reimbursements for meals served in child day care centers, family and group day care homes, and adult day care centers. To apply for services or learn more about this program, flip to the appendix section in the resource guide, call the Multi-Purpose Center in Lake Charles at (337) 721-4030.

9. **How often will the guide be updated with new information?**

We anticipate updating the guide twice a year, before each school semester as contacts, tuition costs and other data points will likely be updated at those times. In addition, an up-to-date electronic copy of the resource guide will be available on our partner organizations' websites.

10. **Is there a number that I can call to talk to a counselor to help me get started?**

Yes! The Calcasieu Business & Career Solutions Center is your one-stop-shop to getting a job in Southwest Louisiana. Call the Center today to jumpstart your career (337) 721-4187.

11. **I live in Lafayette. I see the title of the resource guide references "Southwest Louisiana" but most of the contacts are in Calcasieu Parish. Can I still use the guide?**

Much of the guidance included in this resource guide would be helpful to any job seeker, regardless of their zip code.

12. **When will these industry support jobs be available?**

It is forecasted that the hiring cycles for many of the expansion projects in the area will begin in 2014.

13. **How will I find out about job openings and available positions?**

The Calcasieu Business & Career Solutions Center is your one-stop-shop to getting a job in Southwest Louisiana. The Center specializes in assessment and job placement services. Most of the employers in the area go to the Calcasieu Business & Career Solutions Center directly for applicants. Call the Center today to jumpstart your career (337) 721-4187.

14. **I've called xx, left a message and no one will return my call. What should I do next?**

Try again. Be patient, polite and persistent. If all else fails, call the Calcasieu Business & Career Solutions Center (337) 721-4187 and the counselors will facilitate communication with the agency or educational institution you are seeking information.

15. **If I follow the steps and get trained for a degree, am I guaranteed a job?**

The Louisiana Workforce Commission estimates more than 86,000 new workers to be needed in Louisiana through 2016. Economist Dr. Loren Scott has estimated 6,800 jobs to be added in 2014-15 in Louisiana. If you are a trained, qualified and professional skilled worker, you are almost assured employment in Louisiana in the coming years as most of these companies are committed to hiring Louisiana workers first. Steps 2 and 5 of this resource guide will put you in an even better position to be hired. You need basic life skills, a good resume and good interview skills in addition to a certification, degree or diploma to get a job today.

16. **Who is going to pay me to get training?**

No one pays you to get the training. There is financial assistance to help with tuition, books, supplies, etc. offered to qualified students from a variety of sources. There are some scholarship opportunities listed in the appendix section of the resource guide. In addition, most of the resources included in the resource guide come at no charge to the public. For example, all of the services offered at the Calcasieu Business and Career Solutions Center and the Calcasieu Parish Library System are offered at no cost.