



# LDS EMPLOYMENT RESOURCE SERVICES

EMPLOYMENT • EDUCATION • SELF-EMPLOYMENT

## Resource Development Strategy

Objective: To identify and cultivate relationships with resources that provide jobs, teach employable skills, offer financial aid or assistance to those desiring to start or improve a small business.

### I. Resources Can Help Members of the Church

Types of Community Resources		What They Train or Provide
Employers	➔	Jobs, Experience, Employable Skills
Vocational/Technical/Professional Schools	➔	Employable Skills
Public Employment Placement Offices	➔	Job Leads, Employable Skills
Micro-Finance/Enterprise Organizations (MFI's)	➔	Micro-credit, Employable Skills
Non-Governmental Organizations (NGO's)	➔	Employable Skills i.e. Literacy
For Profit Banks	➔	Micro-credit Loans, Business Mentoring
Associations or Public Ministries/Offices	➔	Education/Job Fairs/Training

### II. Four Strategic Levels of Resource Development

- Identify the resources in the community and share them with members and priesthood leaders.
  - Most people are unaware of what opportunities exist until they look and see what is around them.*
- Ask resources what they will do freely for Church members (requires personal visit to resource for exploratory discussions).
  - Schools, employers, and Micro-Finance Institutions are usually willing to participate in a church-sponsored fireside or Education Fairs and Small Business Start-Up Fairs held in the cultural hall.*
- Enhance the capabilities of resources in exchange for Church members obtaining access to jobs, learning marketable skills, or loans and training for self-employment (completed by the ERC Manager or Specialist).
  - Enhance relationships with one or several vocational/technical schools with a donation of new computers or books in exchange for scholarship for Church members.*
- Collaborate and work with global organizations that can assist the Church in helping our members obtain jobs, skills, or self-employment.
  - Collaborate with a micro-finance institution such as Grameen to help us train our members in isolated areas of the Church to start a small business.*

### II. Principles of Resource Development

- The Lord has provided resources, “enough and to spare,” for his saints and members. (D&C 104: 14-17) We just need to learn to utilize them.
- “There are very few Resources that are unacceptable...just various levels of capabilities, tools and accessibility...and these Resources are willing and available to work with LDS Employment Resource Services to help Church members.”
- Before we label our members as too incapable of providing for themselves, we need to ask: How is it possible that people not of our faith are able to get into school, start a micro-business, or get a job? Couldn't our members learn to do the same?
- Be slow to judge resources too critically. Many public/proprietary schools teach good employable skills for the local market despite not having good equipment, modern physical facilities, or current curriculum.
- When talking with Resources always under promise and over deliver.

### III. Resource Information Meetings

- Resource Information meetings allow community resources to share what they can offer members.
- Employment Resource Services staff/missionaries can organize these at local Church buildings.
- Make sure that you are not duplicating the efforts of an existing community resource.

### IV. Tools

- Good employees are hard to find.* Brochure #33563
- Want to help more small businesses?* Brochure # 36747
- Fill your classes with motivated students.* #36748



## EMPLOYMENT RESOURCE SERVICES

We represent hundreds of young adults who are seeking to acquire employment so that they can become self-sufficient.

What opportunities (to the owner or president of company) would exist at your company if we introduced your company to our young adults? (To be asked tactfully)

Does the company sponsor public open houses? Yes/No Explain: \_\_\_\_\_

Would they be interested in participating in a Resource Information Meeting or fair? Yes/No

### TOOL

Use: *Good employees are hard to find.* #33563

## OTHER QUESTIONS TO CONSIDER

The questions below are intended to be examples a guideline. They are not meant to be exclusive of other questions that are pertinent in cultivating a relationship between a company and the ERS. However, any line of questioning to obtain information should be consistent with these questions:

- What is the growth potential of the company? Is the company growing or declining?
- What methods does the company use to recruit applicants? Which methods are most successful?
- How can we assist the company nationally and/or internationally with your recruitment needs?
- Is the employer willing to see candidates even if they do not have a current posting? How would they like individuals referred to them?
- Will the contact person serve as a networking contact for management, executive, or other highly qualified candidates?
- Does the company participate in a transportation commute option with its employees? Does it provide telecommuting opportunities?
- Does the company provide any special in-house training?
- What is their biggest challenge in recruiting employees?
- What kinds of opportunities exist at the company to employ those with special needs or disabilities?
- What is the turn over rate at the company? Why?
- Who are the company's competitors for employees?
- Are they aware of any other companies who could use our services?
- Would they be willing to provide us with the names and numbers of contacts in other offices of their company?
- Does the company work with any professional organizations that might provide contacts with additional employment opportunities in their field?

### **To the Missionary:**

Do you feel this company merits a follow-up by the ERC Manager or AWM? \_\_\_\_\_



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## Vocational/Technical Schools and Universities Resource Development Questionnaire

Level I & II

Name of Missionary \_\_\_\_\_

### CONTACT INFORMATION

Name of School \_\_\_\_\_

Address \_\_\_\_\_

Name of Contact/Title: \_\_\_\_\_ Phone # \_\_\_\_\_

E-mail \_\_\_\_\_ Website Address \_\_\_\_\_

### SCHOOL INFORMATION

- Tell us about your school?

Type of School i.e. technical, language, university \_\_\_\_\_ How many Campuses? \_\_\_\_\_

For profit school, non-profit school or state-owned school \_\_\_\_\_ Year Founded? \_\_\_\_\_

What is the number of students enrolled in the school? \_\_\_\_\_ What Accreditation does the school have? \_\_\_\_\_

Does the school provide housing for it's student? Yes/No Does the school have educational open houses? Yes/No

### COURSE PROGRAMS\*

- What type of career programs does your school offer?

Title of Major Career Programs	Length of Program	Degree / Certificate Offered	Morning, Afternoon or Evening Classes	Enrollment Periods	Tuition Costs / Monthly or Semester	Academic Requirements For Admission
Medical Assistant	24 Months	Certificate	M/A/N	Sept/Jan	\$200/monthly	High school diploma

**\*Note:** It is best that information in the box be obtained from the school's brochures in order to not belabor the visit with repetitive questions on each program. Please attach the brochures/course catalogues to the form.

### GRADUATION

- What is the average % of students who start a program and graduate? \_\_\_\_\_
- What % of graduates obtain jobs within 6 months of graduation? \_\_\_\_\_
- Does the school provide job placement assistance to its graduates? \_\_\_\_\_
- What are the overall average salaries of the graduates in their first job? \_\_\_\_\_

### FUNDING SOURCES

- How does the average student pay for his/her tuition at the school?

- Education Loans
- Educational Reimbursements
- Scholarships/Grants & Requirements
- Work Study
- Helps student find part-time work
- Economic Grants
- Government or Private Funds
- Other

## EMPLOYMENT RESOURCE SERVICES

We represent hundreds of young adults who are seeking to acquire an education so that they can become self-sufficient.

What opportunities (to the owner or president of school) would exist at your school if we introduced your school to our young adults? If these students enroll in your school, are there grants available for them? Or, would you help them obtain part-time jobs so that they can pay your tuition costs? (To be asked tactfully)

Would they be willing to participate in a Resource Information Meeting? Yes/No

## OTHER QUESTIONS TO CONSIDER

The questions below are intended to be a guideline. They are not meant to be exclusive of other questions that are pertinent in cultivating a relationship between a school and the ERS. However, any line of questioning in obtain information should be consistent with these questions:

- What is the average profile of your students?
- What kind of student would you really like to have attending your school?
- How does your school recruit the type of students you are looking for?
- What is your biggest challenge in recruiting students?
- What do you do to help students who are without financial resources but who have the capability and academic success to attend your school?
- What is the dropout rate at your school? Why does the average dropout leave school?
- Are you interested in attracting students with a good work ethic?
- Do you want to participate in Resource Information Meetings? (Explain what Resource Information Meetings entail)

**To the Missionary:**

**Do you feel this school merits a follow-up by the ERC Manager or Area Welfare Manager? \_\_\_\_\_**



# LDS EMPLOYMENT RESOURCE SERVICES

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## Sources of Financial Aid for Students Resource Development Questionnaire

Level I & II

Name of Missionary \_\_\_\_\_

### RESOURCE INFORMATION

- *Tell us about your organization?*

Name of Resource: \_\_\_\_\_

Contact Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_

Main Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Toll Free Telephone: \_\_\_\_\_ Web Address: \_\_\_\_\_

What is the mission of your organization? \_\_\_\_\_

What is the business structure of your organization (private/public, profit/nonprofit, religious/governmental/state-owned) \_\_\_\_\_?

### AID TYPES

- *What types of financial aid do you provide?*

Do you provide grants, scholarships, work-study programs, loans, and/or part-time work? \_\_\_\_\_

What criteria must students meet to qualify for financial aid? \_\_\_\_\_

What are the typical dollar amounts of the financial aid? \_\_\_\_\_

What are the application deadlines for the financial aid? \_\_\_\_\_

What is the application process for financial aid? \_\_\_\_\_

### NOTES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EMPLOYMENT RESOURCE SERVICES

We represent hundreds of young adults who are seeking to acquire an education so that they can become self-sufficient.

What opportunities (to the owner or president of school) would exist at your school if we introduced your school to our young adults? If these students enroll in your school, are there grants available for them? Or, would you help them obtain part-time jobs so that they can pay your tuition costs? (To be asked tactfully)

Does the organization sponsor public open houses? Yes/No Explain: \_\_\_\_\_

Would it be willing to participate in a Resource Information Meeting or fair? Yes/No

## TOOL

Use: *Fill your classes with motivated students.* #36748

### OTHER QUESTIONS TO CONSIDER

The questions below are intended to be a guideline. They are not meant to be exclusive of other questions that are pertinent in cultivating a relationship between a financial aid resource and the ERS. However, any line of questioning to obtain information should be consistent with these questions:

- What kind of student would you like to have in your financial aid program?
- What is the average profile of your awarded students?
- What is the total number of students you hope to assist this year?
- What methods are used by your organization to recruit applicants? Which methods are most successful?
- In what geographical areas do you recruit?
- How can we assist you with your recruitment needs?
- If a student receives financial aid from your organization, what are his/her responsibilities and obligations?
- When a student chooses to attend an educational institution, what accreditation must that institution possess for the student to be permitted to enroll using your financial aid?
- If you offer a loan program, what are the terms of the loan agreement?
- Do you work with any professional organizations that might provide us contacts to pursue additional financial aid options?

**To the Missionary:**

**Do you feel this organization merits a follow-up by the ERC Manager or Area Welfare Manager? \_\_\_\_\_**



# LDS EMPLOYMENT RESOURCE SERVICES

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## Micro Finance or Small Business Organizations Resource Development Questionnaire

Level I & II

Name of Missionary \_\_\_\_\_

### CONTACT INFORMATION

Name of Institution \_\_\_\_\_

Address \_\_\_\_\_

Name of Contact/Title: \_\_\_\_\_ Phone # \_\_\_\_\_

E-mail \_\_\_\_\_ Website Address \_\_\_\_\_

Mission/Objectives of Institution: \_\_\_\_\_

### OPERATIONS

- *Tell us about your organization?*

For profit, nonprofit, receive foundation support? \_\_\_\_\_

Affiliated with any international micro-finance organizations? \_\_\_\_\_

How many branches or lending offices do you have and where are they located? \_\_\_\_\_

Do you have a savings program that is associated with your loans? \_\_\_\_\_

Average size of micro-loan? \_\_\_\_\_ What is the average initial sized loan? \_\_\_\_\_

What is the maximum size of your loan? \_\_\_\_\_

What is your interest rate? \_\_\_\_\_ Is it monthly/yearly? \_\_\_\_\_

What is the loan period for a first loan? \_\_\_\_\_ Does it vary for the second and third loan? \_\_\_\_\_

What year did you begin operations in micro-lending? \_\_\_\_\_

Do you require a co-signer? \_\_\_\_\_

### PROFILE OF BORROWERS

- *Describe your typical borrower?*

% Women \_\_\_\_\_ % Men \_\_\_\_\_ % Rural \_\_\_\_\_ % Urban \_\_\_\_\_

% Individuals \_\_\_\_\_ % Groups \_\_\_\_\_ % Existing Business \_\_\_\_\_ % "Start Up" Business \_\_\_\_\_

What types of businesses do you lend to? \_\_\_\_\_

If they do not loan to start-up businesses, how many months of business experience is necessary to get a loan? \_\_\_\_\_

Typically, what size of business does your average borrower have in gross sales? \_\_\_\_\_

If lend to groups, how do the groups get organized? \_\_\_\_\_

### TRAINING

- *What sort of training or business skills do clients learn from your program?*

What kind of technical skills or business skills are taught to clients? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## EMPLOYMENT RESOURCE SERVICES

We (ERS) represent individuals who own their businesses and who are seeking to acquire credit and in some cases, training so that they can improve their business practices or trade skills. What opportunities (to the president) exist at your organization to help our members? Do you have any ideas about how we can work together? (To be asked tactfully)

Would they be interested in participating in a Resource Information Meeting or fair? Yes/No

### TOOL

Use: *Want to help more small businesses?* #36747

### OTHER QUESTIONS TO CONSIDER

The questions below are intended to be a guideline. They are not meant to be exclusive of other questions that are pertinent in cultivating a relationship between a micro-credit organization and ERS. However, any line of questioning should be consistent with those below:

- How many loans do you have outstanding today?
- Average payback rate among your clients?
- Rate of Growth in terms of clients?
- Do you rely on outside donations to run operations?
- If you require a co-signer from your clients, why?
- Do you want to increase the number of clients? If so, how are you increasing the number of clients?
- What is your greatest challenge in attracting clients?
- Does your organization have competition? What benefits does your organization offer that others do not?
- Are you interested in attracting businesses that are managed with a good work ethic?
- Our members live all over the country in urban and rural areas. How could this organization best reach our members with credit and/or services?

### **To the Missionary:**

Do you feel this micro-credit/small business organization merits a follow-up by the ERC Manager or AWM?