

Minnesota Job Partners

Job Loss Checklist



What you need to do as layoff approaches

- Save cash – if you have advance warning of layoff, use that time to conserve money for when you are on reduced income.
- Before you leave get contact information of co-workers, supervisors, HR reps, union stewards, business agents and anyone else who you will need in your network.
- Keep a level head – don't do or say things that will hurt your chances of rehire or good recommendations.
- Start to think about your next job. Do you know what you want to do, or will you need to do some self-assessment to identify your next move? www.iseek.org is a great resource.
- Once your layoff date is announced, you can apply for the Dislocated Worker Program. You don't have to wait until the layoff occurs. This can give you a head start in preparing for the job search process.
- If you are considering training, once enrolled in the Dislocated Worker program, you can begin this before layoff occurs, if it is approved.
- Begin to prepare an up-to-date resume. Obtain a job description of your current job before you leave so you will have all the proper terminology and job duties written down.

Once job loss occurs

- Apply for Unemployment Insurance benefits. www.uimn.org. Unless you have over six months of severance pay you should apply right away, because there will be a waiting week when no benefits are paid. After that you will receive weekly direct deposits into your bank account unless you choose to receive them as a debit card.
- Arrange for health insurance coverage. Either get on a spouse's plan if possible, or arrange COBRA health insurance coverage through the HR representative of your former employer. This is especially important if you have pre-existing conditions that make it hard to get coverage.
- Begin the job search process right away. Avoid postponing it because you receive severance pay. By waiting you only give everyone else a head start to fill the job vacancies that exist. Once you decide on your next employment goal, let everyone in your network know you are looking for a job. Nothing to be embarrassed about – let them know so they can help you out.
- Take care of your physical and mental health. Get exercise, set goals and keep making progress every day. There's no way to know how long it will take, so stay determined and active.
- Job search has moved onto the internet platform, so if you don't have computer skills request that the Dislocated Worker program send you to some classes or take them for free from a community education program.
- Set up an email account if you don't already have one, and learn how to use job search engines to uncover job leads. Learn about social networking through LinkedIn and use it to manage your networking.