Resources and Steps to Take When Facing a Layoff

How to protect your health and move forward
- Review any free resources offered due to layoffs including employee assistance program or resources (this may also include benefits available to your family members).
- Make a customized self-care plan
  - Coping with the emotional impact of a layoff
  - How to protect your health and move forward
  - How to combat layoff anxiety

Navigate Severance Package, Unemployment, Finances, and Community Resources
- Get a copy of your layoff/severance agreement. Review document and identify any key deadlines or required action steps.
- Make sure your employee records are up to date with your employer (address, personal email, etc.) to avoid delays in receiving documentation or payments.
- Apply for unemployment.
  - Link to Local Help for Unemployment
- Contact your banks and lenders and explore any resources and services available to you due to a layoff, such suspending or reducing payments.
  - Review budget and expenses. Access resources available through your employer or community. Resources about finances might also be available through your 401K provider.
  - Review Steps and Resources to Consider When Laid Off
- Review and Access other community resources available to you.
  - [https://www.211.org/](https://www.211.org/)

Examine Career Next Steps
- Explore what career coaching services are available due to the layoff or through your employee assistance program.
  - Ten things to do if you’ve been laid off according to Career Coaches
  - How can a career coach help you find a job after you’ve been laid off
  - Career Advice Following a Layoff

Communicating with Family, Kids, and Friends about a layoff
- How to talk to your kids about a layoff
- Telling Family and Friends That You’ve Been Laid Off

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