

Layoff Guide for Employees

WHAT IS A LAYOFF?

A layoff is when an organization ends its employment contract with an employee, often due to financial difficulties, restructuring, downsizing, or closures. If your employer laid you off, you can use your time off to learn how to market your qualifications to potential employers better and find another source of income to support yourself as you search for a new role. Knowing what to do after getting laid off by an employer can help you advance your career and secure another position more quickly.

GET ORGANIZED & ASK QUESTIONS

Review your finances, personal and medical needs. If possible, cut back spending and save.

- Familiarize yourself with Arizona's unemployment laws and [federal rules on layoff notification](#).
- Understand what benefits may be available to you. Make dental and health checks while you are covered
- If you have a flexible spending account, consider using those funds before losing them in a layoff.

Read through all layoff documents and request details of your last day and other terms of separation including:

- Severance package
- Healthcare options
- Counseling
- Outplacement support
- The date you'll receive your final check

STAY CONNECTED

Keep your resume, professional profile, and workforce connections up to date. Join relevant job groups on social networking sites and connect with colleagues who may also be affected by the layoffs. This can help create a support system for sharing resources.

REASSESS YOUR GOALS

After being laid off, take your newfound free time to analyze your career path. An unexpected change can help you assess your priorities from a new perspective. This is the perfect time to switch careers, develop your skills, and find roles you may enjoy even more than the ones you no longer have. Seek opportunities that align with your passions.

WHAT CAN YOU DO?

If you've been impacted by a layoff you can visit [ARIZONA@WORK & DES](#) for no-cost re-employment services to enhance your employability, including:

- Career counseling and job search assistance
- Resume preparation and interviewing skills
- Unemployment Insurance assistance
- Information about education and training
- Rental, Housing, and Utilities Assistance
- SNAP - Food and Nutrition Assistance
- Transportation Assistance
- Veteran Services
- Vocational Rehabilitation Services
- Child Care Assistance

www.ARIZONA@WORK.com

Arizona Job Connection (AJC) is a database where you can apply for jobs and get matched with hiring employers.

www.azjobconnection.gov
[Explore services for job seekers](#)