

# Layoff Guide for Employees

## What is a layoff?

A layoff occurs when an organization terminates its employment contract with an employee, restructuring, downsizing, or closures. If you have been laid off, you can use your time off to learn how to market your qualifications to potential employers and find other sources of income while you search for a new job. Knowing what to do after being laid off can help you advance your career and secure another position quickly.

## Get Organized & Ask Questions

- Review your finances, personal and medical needs. If possible, cut back on 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 appointments to see your doctors and dentist while you are still covered by insurance
- 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**
  - **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. Seek opportunities that align with your passions.

## What can you do?

Visit [ARIZONA@WORK](#) and the [Department of Economic Security \(DES\)](#) 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
- Education and training referrals
- Rental, Housing, and Utilities Assistance
- SNAP - Food and Nutrition Assistance
- Transportation Assistance
- Veteran Services
- Vocational Rehabilitation Services
- Child Care Assistance
- Register on the Arizona Job Connection (AJC) website to apply for jobs and get matched with hiring employers. [azjobconnection.gov](#)
- [Explore services for job seekers](#)

## Connect with Us to Get Started

[ARIZONA@WORK.com](mailto:ARIZONA@WORK.com)



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