

Facing a Layoff

EMPLOYEE ASSISTANCE OFFICE

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It's Not Your Fault

- Losing your job because of a layoff is not your fault.
- Don't confuse a layoff with being fired– they are two different things.

How to Tell Your Family

- Say it clearly
- Stress that you were laid off and not fired
- Explain what happened
- Introduce some hope

Take Time to Heal

- People react differently to losing their job
- Some can shrug it off as if nothing happened.
Some need time to grieve
- Some employees need a little help

The Grieving Process

- Shock
- Denial/Bargaining
- Depression/Mourning
- Anger
- Acceptance

Some Advice During This Hard Time

- Don't make any big decisions now
- Don't lash out at your former employer
- Keep in touch with your former coworkers
- Maintain a positive relationship with your former boss

How to Pay Bills When You Have No Paycheck

- **Money**

- This is a subject that can really scare people facing a layoff. Before you panic, breath deeply and approach this topic as calmly as possible. We'll go through some money problem areas and show you a few things that could make difficult times a bit more bearable.

How to Make Ends Meet

- Crunch the numbers– Assess your current situation
- Get lean– Prioritize your spending
- State the facts– Communicate with your creditors
- Avoid the credit trap-handle credit issues wisely
- Don't go it alone– tap into community resources



Some Ways to Reduce Your Spending

- Pay in cash, freeze your credit cards
- Eat at home
- Don't shop for fun
- Review/adjust cell, cable and internet plans
- Cut back on entertainment costs
- Adjust your thermostat and turn off the lights to lower your utilities



Food for Thought

- Consider a career shift or new occupation
- What is your dream job?
- Take a career test and talk with a career counselor
- Learn about occupations that interest you



Three Things Employers Will Avoid When Hiring

- People who cannot learn the job
- People who will not do the work
- People who are not cooperative



Show That You Can Learn the Job Quickly

- Find out the duties and requirements for the job.
- Give an example from your past when you performed each requirement.



Show That You Will Do the Work

- Just because someone can do the job, doesn't mean they will do the work.
- Add details to each of your examples, turning them into accomplishments.



Show That You Are Cooperative

- Do you have a good attitude?
- Are you easy to coach?
- Do you have effective communication and people skills?



Tips for Starting Over

- Learn from past mistakes
- Show that you are friendly
- Be flexible
- Show initiative
- Show that you can be counted on
- Obey the rules



Resources

- Division of Continuing Studies/Adult Career and Special Student Services
<http://continuingstudies.wisc.edu/advising/>
- Dane County Extension Financial Education Center <http://dane.uwex.edu/family-living/financial-education-center/>
- Employee Assistance Office www.eao.wisc.edu

Good Luck!

You can do it!

