

## EMPLOYER INFORMATION SHEET

The Division of Career Services, Rapid Response Team provides statewide, early intervention re-employment services at **no cost** to companies and their employees affected by layoffs and closings. Mandated and funded by the Workforce Investment Act, our quality, on-site outplacement services provide an effective and smooth transition to new employment for all affected employees.

While you may not be able to change the business conditions that make layoffs necessary, calling the Rapid Response Team can reduce the cost of layoffs for you and your employees. In working with Rapid Response you can expect:

- A quick response to your transition planning needs;
- Confidentiality concerning your business needs;
- Information about alternatives that may reduce or avoid the layoff, or possible future layoffs;
- Pre-layoff services designed to help workers shorten their transition time;
- Information on One-Stop Career Centers and Unemployment Insurance;
- Assistance in maintaining worker morale and productivity during the transition, and
- Assistance in preparing affected workers to find new employment.

### **Rapid Response Services**

#### **Meet and Plan with Your Company**

When the Rapid Response Team becomes aware of a layoff or closing, we contact company officials to arrange a meeting to establish a good working relationship, to inform you of the available services, and to plan for implementation of those services at your organization. Responding to the results of our concise company survey and the needs of the company, we will make every effort to schedule meetings and our on-site services in a manner that will be most convenient with your daily operations.

#### **Conduct Employee Information and Orientation Session**

After establishing your company schedule of reemployment services, we meet with your employees:

- to inform them of their eligibility and benefits as laid off workers,
- to answer their questions about job search and unemployment insurance,
- to register and refer them for One Stop Career Centers,
- to conduct a survey of employee needs (such as retraining and skills upgrading) and
- to orient them to the content and timetables of the various on-site Rapid Response services.

#### **Provide On-Site Individual Counseling**

Based, in part, by the information gathered during the employee survey, our team will meet with each employee to discuss his or her needs and to formulate a customized plan of action. These confidential, individual sessions allow your employees to discuss matters that they may not be comfortable discussing in a group.

#### **Conduct Job Search Workshops**

The Rapid Response Team offers a variety of optional job search workshops. These workshops are tailored to meet the individual needs of your employees.

#### **Develop Job Leads and Provide Job Placement Services**

The Rapid Response Team markets the dislocated worker program to companies in your area and/or industry, and often brings current job leads to the employee meeting to see if there are qualified candidates interested in the positions. As part of the process, resumes are collected and submitted to the appropriate job leads. We contact and meet with businesses that are hiring in order to meet our objective of placing employees in new positions *before* they are laid off.

**RAPID RESPONSE CONTACTS/LOCATIONS**

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