

A GUIDE FOR
DISLOCATED WORKERS IN OREGON



Oregon Department of Community Colleges and Workforce Development
255 Capitol St., N.E.
Salem, Oregon 97310-1600
503-378-8648
1-800-282-6514
TTY 1-800-735-2900
<http://egov.oregon.gov/CCWD>

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"Why me? Why now? What next?"

This is a trying time for you, we know. You've lost your job, or have been told you're about to. You've lost income, which is probably the biggest worry on your mind. And you may have lost some of your feelings of usefulness.

So maybe you're feeling a bit angry or confused. Somebody changed the rules in the middle of the game, and it is just not fair. How will your family take the news? How will you tell your friends? Even more to the point, where and when will you find a new job? And how will you pay the bills until you do?

Naturally, all this puts a strain on you and those close to you, which can affect tempers and personal relationships in a big way.

All those feelings you're feeling are perfectly natural. And knowing this may help you and your family cope a little better with the emotional stress of unemployment.

Fortunately, there is a lot of help available to get you through this time and into a new job. This workbook is intended as a good place to start.

You're in good company

The first thing to realize is that you're not alone. Most people have suffered the loss of a job at some time in their lives through no fault of their own. The business pages are full of down-sizing, reorganization, relocation, and other corporate decisions over which we have no control, and which have no bearing on our worth as workers or human beings.

So losing a job doesn't have to be the end of the world. As someone once said, when one door closes, another is likely to open. Try to think of this as the start of another chapter in your life, filled with new opportunities.

Some good news from Oregon Labor Trends

Employment in Oregon is expected to grow by almost 14 percent from 2002 to 2012. Nearly 220,000 jobs will be added to the economy, with the fastest job growth in health care occupations and the largest number of jobs added in service, office and administrative support, and professional and related occupations.

Total occupational employment in Oregon is projected to grow at a rate close to that of the nation. With a job growth rate of about 1.3 percent per year over the decade, Oregon's economy is slowing down from the rapid growth of the 1990s but is not coming to a halt by any means. The new jobs are spread throughout the economy, with slightly faster growth in occupations paying less than \$28,000 or more than \$38,000 per year.

Keep busy. Start now by putting together a plan.

Opportunity doesn't always knock. Sometimes it wears camouflage and hides in the bushes. In short, if you want a new job, you're going to have to be aggressive in your search. And the sooner you start, the better your chances.

Begin by drawing up a plan of action. This does several good things:

1. It helps you organize your search, making you more efficient and less likely to forget important steps.
2. It gives you something productive to focus on, which can help you keep a positive attitude.
3. It lets you chart your progress and learn from your experiences.

Your plan should begin with a checklist of things that must be done. A few are listed here; others will depend on your own situation and may come to mind as you read through the workbook. Keep the checklist where you can refer to it.

Job search action steps (a checklist)

✓ **Do a self-evaluation of your strengths and needs.**

Take advantage of the assessment services that may be available at your local WorkSource Oregon one-stop office (listed on pages 8 through 11 in this workbook). Be sure to take enough time to think and collect the information you need. The important thing is to be honest. If you need help, admit it. You'll find many sources of help listed in this workbook.

✓ **Start collecting documents.**

You'll need the documents listed below for such things as developing your resume, budgeting family resources and applying for benefits and special services. Such documents may include, but are not limited to the following:

- Your complete work history, including addresses, phone numbers and dates of employment
- Letters of recommendation or names, addresses and phone numbers of references
- Information on your financial resources, including debts and assets
- Birth certificate
- Military discharge papers (needed for certain veteran's benefit programs)
- Approved work document if you are not a U.S. citizen
- Original Social Security Card
- Address verification
- Selective Service Registration (for males born on or after January 1, 1960)

Your first piece of good advice: Don't QUIT!

It is a perfectly natural reaction: Your boss gives you two weeks' notice and you're tempted to say, "I'm outta here!" Don't do it! Quitting your job voluntarily when you're about to be laid off or terminated may not be as foolish as body surfing the Rogue River, but it is a pretty bad idea anyway. The reasons are very simple:

1. You'll probably lose your rights to claim unemployment insurance.
2. You'll disqualify yourself from special services and training opportunities that are available to displaced workers.
3. You'll lose the income you would have made by sticking it out.
4. You can hurt your chances at getting a new job, since a ticked-off boss is less likely to give you the kind of recommendation that leads to job offers.

Remember, it is much easier to land a job when you already have one — even if that job won't last much longer. So use your energy and make the best possible use of your notice period.

