

# Guide for Laid Off Workers in Oregon



An individual who loses their job or has received notice that they will lose their job as part of a facility closure or layoff may be a “dislocated worker.”

## ***Connect to Resources - Explore Opportunities - Create Your Path to Employment***

Rapid Response Teams across Oregon are ready to help dislocated workers return to work as quickly as possible who have lost their job as part of a layoff or closure. These teams provide information sessions to help explain a variety of services and options that are available to dislocated workers.

WorkSource staff will assist dislocated workers with all available programs and services. You can register for WorkSource services at <http://bit.ly/WSOregistration>. Once registered, you will need to come into a WorkSource center location (page 16) for a conversation with staff as your next step. WorkSource staff will want to know more about how they can best help you. Staff can offer options and assist in planning your next steps.

***Worker Rapid Response Information Sessions are in partnership with:***



# Guide for Laid Off Workers in Oregon

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## ATTITUDE

"The longer I live, the more I realize the impact of attitude on life. Attitude, to me, is more important than facts. It is more important than the past, than education, than money, than circumstances, than failures, than successes, than what other people think, say, or do. It is more important than appearance, giftedness, or skill. It will make or break a company...a church...a home. The remarkable thing is we have a choice every day regarding the attitude we will embrace for that day. We cannot change the past...we cannot change the fact that people will act in a certain way. We cannot change the inevitable. The only thing we can do is play on the one string we have, and that is our attitude..."

I am convinced that life is 10% what happens to me and 90% how I react to it. And so, it is with you...we are in charge of our Attitudes."

*Charles Swindoll*

## Don't Quit!

You may be tempted to quit as it is a common reaction when your employer notifies you of pending lay off. You may be tempted to quit.

## Don't do it!!

Quitting your job voluntarily when you are about to be laid off or terminated may have negative consequences.

1. You may lose your rights to claim unemployment insurance.
2. You may disqualify yourself from special services and training opportunities that may be available.
3. You may lose the income you would have made by seeing the job through until the end.
4. You may hurt your chances at getting a new job, by risking your chances of a positive recommendation that leads to job offers.

It is much easier to secure a job when you are still employed. Use your energy and make the best possible use of your notice period.

WorkSource centers have computers, phones, printers and fax/copy machines for your job search needs. Computer labs also offer a professional setting to work on language and computer skills.

# Worker Survey

Oregon WIOA Rapid Response Date: \_\_\_\_\_

**Instructions:** Please complete the following information. All information in this survey is confidential and will be used to help the WIOA Rapid Response Teams provide the services that best meet the needs of all employees.

Please print your First and Last name:	Please provide contact information: Phone: Email:
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Employer Name:	Job Title:
Employer Address:	How many years have you worked for this employer?
Layoff Date:      Hourly wage: Full or Part-time:	Do you belong to a union? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list the union name/local #:
What city and zip code do you live in: City: Zip Code:	Are you a veteran, or are you the spouse of a veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you the only wage earner in your household? <input type="checkbox"/> Yes <input type="checkbox"/> No What is your age range: <input type="checkbox"/> 16-24 <input type="checkbox"/> 25-35 <input type="checkbox"/> 36-54 <input type="checkbox"/> 55+	What is your education level: (check the highest you have earned) <input type="checkbox"/> Less than High School/GED <input type="checkbox"/> Community College degree <input type="checkbox"/> High School/GED completion <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Vocational or Trade Certificate <input type="checkbox"/> Master's Degree or higher

Do you need additional language or accommodations? <input type="checkbox"/> Yes <input type="checkbox"/> No Please list:
Future Career Plans: (Check all that apply) <input type="checkbox"/> I have already lined up a replacement job: If yes, when is your start date: <input type="checkbox"/> I want to return to work as quickly as possible with the skills that I have. <input type="checkbox"/> I need to upgrade my skills before I look for my next job. <input type="checkbox"/> I need help deciding my future career/training plans.

I am interested in these services: (Check all that apply) <input type="checkbox"/> Exploring careers <input type="checkbox"/> Job search <input type="checkbox"/> Resume development <input type="checkbox"/> Basic computer skills <input type="checkbox"/> Interviewing skills <input type="checkbox"/> Job applications <input type="checkbox"/> Networking and social media for job searching <input type="checkbox"/> Updating skills in math, reading, and/or writing	I am interested to talk with someone about: (Check all that apply) <input type="checkbox"/> Determining my transferable skills <input type="checkbox"/> Assessments and skill development <input type="checkbox"/> Skill Development to address gaps, develop new skills <input type="checkbox"/> Work-Based Learning such as On-the-Job Training, Apprenticeships, and Work Experience <input type="checkbox"/> Pell Grants and community college training <input type="checkbox"/> Services for Veterans and veteran spouses <input type="checkbox"/> WorkSource center services and help to find a job
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I am interested in these services: (Check all that apply) <input type="checkbox"/> Information on financial support. <input type="checkbox"/> Information on dealing with stress. <input type="checkbox"/> Information on dealing with job loss. <input type="checkbox"/> Transportation, childcare or housing resources.	
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Did you find the Rapid Response Information Session helpful? <input type="checkbox"/> Yes <input type="checkbox"/> No	Any additional comments you would like to make:   Please use back page if needed.
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## Worker Survey Additional Comments:

## What is a Dislocated Worker?

WorkSource center staff can explain and help you access the many services and programs available to assist you in finding employment. As a dislocated worker, you may be eligible for many programs and services. The Dislocated Worker program is federally funded by the U.S. Department of Labor through the Workforce Innovation and Opportunity Act (WIOA), providing services for dislocated workers.

**You may be a dislocated worker if you lost your job and one or more of these things are true about you:**

- ✓ You have been terminated or laid off, or received a notice of termination or layoff, from employment, including separation notice from active military service;
- ✓ You are eligible for or have exhausted entitlement to unemployment compensation; or have been employed for a duration sufficient to demonstrate, to the appropriate entity at a WorkSource center, attachment to the workforce, but are not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under Oregon's unemployment compensation law; and you are unlikely to return to a previous industry or occupation;
- ✓ You have been terminated or laid off, or have received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, military installation or enterprise;
- ✓ You are employed at a facility at which the employer has made a general announcement that such facility will close within 180 days, or employed at a facility at which the employer has made a general announcement that such facility or military installation will close;
- ✓ You were self-employed (including employment as a farmer, a rancher, or a fisher) but are unemployed as a result of general economic conditions in the community in which you reside or because of natural disasters;
- ✓ You are a displaced homemaker;
- ✓ You are the spouse of a member of the Armed Forces on active duty and have experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member;
- ✓ You are the spouse of a member of the Armed Forces on active duty and who is unemployed or underemployed and is having trouble in obtaining or upgrading employment.

## What is a Rapid Response Team?

A Rapid Response Team is a group of local partners designated by the Local Workforce Development Board to deliver information on available services to assist dislocated workers in getting back to work as quickly as possible following a layoff, closure, or disaster.

Rapid Response Teams provide Rapid Response Information Sessions when a layoff or closure is going to happen or has happened. The sessions help laid off workers navigate unemployment insurance, health care options, and WorkSource Oregon services - which can include exploring opportunities to help you find employment, connect with job training, and/or education options.

Union represented workers may receive guidance and information specifically related to their employment status and collective bargaining agreement to help navigate next steps.

## Dislocated Worker Services

Oregon Dislocated Worker Services begin with registering with WorkSource. You can register online at <http://bit.ly/WSOregistration>

Once registered online, you will need to come into a WorkSource center location for a conversation with staff on options that best fit your needs. This is a required part of the process and must be done in person. Staff will want to know more about how best to help you. Do you want to update your skills or connect with programs and services that can help you find a job? Be prepared to let us know how we can help.

WorkSource staff will assist dislocated workers with all available programs and services. For additional dislocated worker questions, please ask your local WorkSource staff or call 1-800-282-6514 to be directed to the best local resources to meet your needs.

## Accessibility

WorkSource Oregon is an equal opportunity program and does not discriminate in employment or the provision of public services on the basis of race, color, religion, sex (including pregnancy, childbirth, or related medical conditions, gender identity, and transgender status), sexual orientation, national origin (including limited English proficiency), age, disability, political affiliation or belief, citizenship or marital status, or participation in any WIOA Title I – financially assisted program or activity. The following services are available free of cost, upon request: Auxiliary aids or services, alternate formats, such as Braille, large print, audio CD or tape, oral presentation, and electronic format to individuals with disabilities, and language assistance to individuals with limited English proficiency.

## To register at WorkSource you will need to bring at least one of these documents that include your date of birth:

- Driver's License
- Baptismal Record
- Birth Certificate
- DD-214
- Report of Transfer or Discharge Paper
- Federal, State or Local Identification Card
- Passport
- Hospital Record of Birth
- Public Assistance/Social Service Records
- School Records or ID Cards
- Work Permit
- Tribal Records

If you are a veteran or their spouse, please bring a copy of your DD-214 and/or Report of Transfer or Discharge paper.

Please see page 16 for a list of Oregon's WorkSource centers.



## Your WorkSource Oregon iMatchSkills® Profile must be completed as part of your WorkSource registration.

Your iMatchSkills® profile is an important part of connecting your skills to the skills employers are looking for and helping the job search experts at WorkSource centers explore all the resources available to you. We encourage you to spend some time and thought on your profile information. The more complete your iMatchSkills® profile is the better you can be matched to current job openings or you can explore the options to move you forward toward your next employment goal or career. You can register online at:

[https://empportal.emp.state.or.us/mprod\\_imsdod\\_dad/pkg\\_startup.proc\\_new\\_home](https://empportal.emp.state.or.us/mprod_imsdod_dad/pkg_startup.proc_new_home)



## Unemployment Insurance

For more information visit: <https://unemployment.oregon.gov/>

To Download an Unemployment Insurance Claimant Handbook, click on the links below:

**English:**

<https://unemployment.oregon.gov/uploads/docs/UIPUB350-EN.pdf>

**Spanish:**

<https://unemployment.oregon.gov/uploads/docs/UIPUB350-ES.pdf>

**Russian:**

<https://unemployment.oregon.gov/uploads/docs/UIPUB350-RU.pdf>

**Vietnamese:**

<https://unemployment.oregon.gov/uploads/docs/UIPUB350-VI.pdf>

**Unemployment Insurance Contact Centers:**

1-877-File 4 UI

TOLL FREE: (877) 345-3484

**Frances Online:**

File an initial claim, file a weekly claim, restart a claim, check the status of a claim, or make changes to claim information. For more information visit: <https://frances.oregon.gov/>

**Weekly Claim Line Numbers:**

TOLL FREE: (800) 982-8920

TTY Relay Service 711 Website: <https://www.tmobileaccess.com>

One thing you need to know about unemployment insurance (UI) is that it is an insurance policy — just like accident and health insurance. It is a benefit that eligible workers have access to, have the right to claim, and need not be embarrassed about receiving. As with most insurance, there is a coverage period and eligibility requirements.

In Oregon, Unemployment Insurance coverage is paid by our employers. Employers either pay a tax on their payroll or reimburse the fund. As an employee, you do not pay for this insurance.

You do not need to wait until you are unemployed to apply for UI benefits. A claim may be filed at any time, but benefits cannot be paid, and your eligibility cannot be determined until you are unemployed or earn less than your weekly benefit amount while working part-time.

To receive the benefits, you need to meet certain qualifications. For full information, call the Unemployment Insurance Contact Center. They are the source for reliable information about your claim. Although you may know people who have a situation like yours, every claim is unique. So, rather than listen to the advice of others, please contact the source for specific and current information.

## UNEMPLOYMENT INSURANCE CLAIMANT HANDBOOK



*Information you  
need to know while  
claiming benefits*

<i>Prepare a Budget</i>	Have It	Need It	N/A
Use Prosperity Planner to prepare a budget. Click on the link for more information: <a href="https://www2.prosperityplanner.org/">https://www2.prosperityplanner.org/</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
from Consumer.gov. Use this worksheet to see how much money you spend this month. Click on the link for more information: <a href="https://consumer.gov/content/make-budget-worksheet">https://consumer.gov/content/make-budget-worksheet</a> Also, use the worksheet to plan for next month's budget. For more information visit: <a href="http://bit.ly/Makeabudget">http://bit.ly/Makeabudget</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Federal Deposit Insurance Corporation (FDIC) Computer-Based Instruction is an easy-to-use tool to learn more about basic personal financial management. Each module can generally be completed within 30 minutes. You must register; have a username, and password. For more information visit: <a href="https://www.fdic.gov/resources/consumers/money-smart/index.html">https://www.fdic.gov/resources/consumers/money-smart/index.html</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The sooner you face the financial realities of your new situation, the better you'll be able to cope with them. You may even be able to stall or completely avoid more severe spending reductions later. By making and using a budget, you should be able to reduce some of your anxiety and stress. You'll be better able to concentrate on your job search.

## Welcome to PROSPERITY PLANNER

The Prosperity Planner is a career and financial planning tool that allows you to:

- Identify the wages you need to be self-sufficient;
- Develop a budget that covers your basic expenses; and
- Learn about resources that may help lower expenses.

For more information visit:

<https://www2.prosperityplanner.org>

Using the Prosperity Planner, you can also:

- Test different career and living options.
- Find out if the career options you're exploring will help you achieve financial independence.
- Make a financial plan to reach your career goals.

## Budget Basics

Involve your family in the process; after all, the budget will affect them too. Ask them what they can give up to help the family through this time.

- Consider these when preparing your family budget:
  - ✓ Cash on hand
  - ✓ Monthly living expenses
  - ✓ Sources of income
  - ✓ Job search expenses
- Identify where your money is going.
- Prioritize your expenses, giving top priority to basic necessities such as mortgage or rent payment, utilities, property taxes, food, health care, transportation expenses, etc.
- Reduce or eliminate expenses for things you want but don't need (e.g., entertainment, new clothing, vacations, furniture, etc.).
- Seek out bargains (e.g., garage sales) for things you do need.
- Look for sources of bargain entertainment (e.g., many libraries lend films as well as books).
- Lock your credit cards away where you can't get at them easily.
- Don't take on any new debts unless necessary.

## Get Prescription Help

MAT is free, confidential, and easy to use.

MAT is a search engine that contains information on approximately 900 public and private assistance programs that help those with financial need get access to their prescriptions. Please note: They will never ask for payment information.

For more information visit: <https://mat.org>



## Health Insurance

Health Insurance after Job Loss. Dislocated workers who will be or have been laid off for their job have a few different options for health care coverage.

Have  
It

Need  
It

N/A

### Oregon Health Insurance Marketplace

For more information call: 855-268-3767 (toll-free), email at [info.marketplace@oregon.gov](mailto:info.marketplace@oregon.gov) or visit: <http://healthcare.oregon.gov/marketplace.aspx>

The Oregon Health Insurance Marketplace helps Oregonians find and use the health insurance that works best for them and their budgets. As a division of the Oregon Department of Consumer and Business Services, the Marketplace:

- Oversees the health insurance products sold to Oregonians through HealthCare.gov
- Provides free, local enrollment help to Oregonians.
- Raises awareness among consumers about health insurance options available in Oregon.
- Works with carriers, agents, community partners, and other stakeholders to get more people enrolled.

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**Oregon Health Plan (Medicaid)** If you meet certain income requirements If you qualify you can drop COBRA coverage early. For more information visit:

<http://www.oregon.gov/oha/HSD/OHP/Pages/index.aspx>

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**Healthcare.gov** Call 1-800-318-2596 (TTY: 1-855-889-4325)

Available 24 hours a day, 7 days a week (except holidays) or click on the link:

[www.healthcare.gov](http://www.healthcare.gov)

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### US Department of Labor

Plant and business closings, downsizings, and reductions in hours affect employees in numerous adverse ways. Workers lose income, the security of a steady job and, often, the health and retirement benefits that go along with working full time. Dislocated workers may have many questions, some of them concerning health and retirement benefits. For instance, Do I have access to my retirement funds? What happens to my health benefits? Can I continue health coverage until I get another job? For more information visit the

**US Department of Labor Employee Benefits Security Administration website:**

<https://www.dol.gov/agencies/ebsa/about-ebsa/our-activities/resource-center/publications/health-and-retirement-benefits-after-job-loss>

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## Oregon Health Insurance Marketplace

The Oregon Health Insurance Marketplace makes sure that health insurance plans on HealthCare.gov meet state and federal requirements. They can help you and all Oregonians find and use the health insurance that works best for you and your budget.



## Is there an On-The-Job Training Opportunity in Your Future?



### Connect to Resources - Explore Opportunities Create Your Path to Employment

Laid Off Workers in Oregon should visit their nearest WorkSource center to find staff and services dedicated to helping Oregonians get back to work. WorkSource Oregon, part of the state's public workforce system is here to help you get a job, increase your skills, or explore training options.

WorkSource Oregon staff are job search experts, and they are here to help you. They can help you with things like job applications, resumes, and cover letters. They will explore the work you've done in the past, what your dreams are, what you're good at, and what you'd like to learn more about. They'd like to partner with you to help you find what comes next in your career.

WorkSource Business Services staff are connected to the employers in your area and are looking for the skills employers want. Business Staff work directly with employers to coordinate Hiring Events, Job Fairs, and Recruitment Events. It is important your iMatchSkills® profile and the resume you have developed or uploaded are complete as they play an important part of connecting you to an employer in your chosen career path.

# WorkSource Programs and Services

Once you have completed registration at a WorkSource center, job search experts are available to help meet your needs using all offered WorkSource programs and services. Please see page 16 for a list of Oregon's WorkSource centers near you.

## Career Services

Career Services help you to list your transferrable and job-related skills and understand how your skills match your local labor market. Assessments can help you understand if you have any skill gaps and the resources that are available for you to acquire the skills you need to be competitive in your job search. Career services include job search; placement assistance; career counseling; information on in-demand industry sectors and occupations; and information on non-traditional employment.

- **Assessment**

Assessments are available to help you determine your skill levels (including literacy, numeracy, English language proficiency, soft skills, hard skills, and transferable skills), aptitudes (including interests and aptitudes for non-traditional jobs), abilities (including skills gaps), career interests, employment barriers, and supportive service needs.

- **Career Planning**

Career Planning is available to help you explore interests and abilities and plan your career goals. It is designed to prepare and help you navigate an in-depth employment plan, and to provide job, education, and career counseling both during your job search and after employment for career advancement.

- **Job Search**

Job search includes the use of all the tools and resources available to help you find and access job opportunities. Workshops and training are available to teach you the job search process—providing you with the tools and knowledge so you are equipped to search for jobs in today's market using the most thorough methods and strategies available, including social media, online job boards, and networking in hidden and non-traditional job markets. Staff are available to assist with your application processes and documentation—resumes, cover letters, employment applications, and effective interviewing techniques.

- **Skills Validation**

Skills validation is an essential function of WorkSource staff to ensure you are referred for employment that meets business needs and the requirements of jobs. WorkSource staff can verify your work history, employer-required licenses, credentials and hard skills, and essential skills/soft skills.

# WorkSource Programs and Services

Once you have completed registration at a WorkSource center, staff are there to help you best meet your needs using all available WorkSource programs and services. Please see page 16 to find a WorkSource Center near you.

## Training Services

Individuals determined to need training to obtain or retain employment that leads to economic self-sufficiency or wages comparable to, or higher than, wages from previous employment may be eligible to receive Training Services.

- **Adult Education and Literacy Activities:** including English language learning, education and training programs, and workforce preparation.
- **Talent Development Workshops:** WorkSource centers offer staff-assisted talent development workshops to teach essential skills for work readiness including resume development, basic computer skills, interviewing skills, networking/social media use, and soft skills. Talent Development activities may also include short-term pre-vocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, professional conduct, and financial literacy.
- **Skill Development:** Skill development designed to address gaps, develop new skills and advance toward attainment of industry-recognized and post-secondary credentials. WorkSource centers have online skills development tools available in addition to in-person training. Skill Development also includes skill upgrades; retraining; entrepreneurial training; and occupational skills training—including training for nontraditional employment.
- **Work-Based Learning:** Work-Based Learning includes On-the-Job Training (OJT), apprenticeship, work experiences and internships that are linked to careers. Work-Based Learning services may also include job shadows, volunteer opportunities, and career exploration to help you develop skills, experience and/or exposure to careers or industries based on your interests and competencies.

## More about ....Talent Development Workshops

### Resume Development

1. **Purpose of a Resume:** To sufficiently summarize skills, abilities and accomplishments that meet the qualifications of the position being recruited, in order for the applicant to secure an interview with the employer.
2. **Types and Templates of Resumes:** Various types of resumes including, at a minimum, functional/skills-based, chronological, and combination/hybrid resumes. Workshop content will include instruction on how and when to use each type of resume.
3. **Resume Components:** Includes both quantitative and qualitative information.
4. **Tailoring a Resume:** To a job using industry - specific language, based on instruction of why and when each type/template of resume is appropriate.
5. **Formatting a Resume:** Tools for formatting the content and style of a resume to ensure visual appeal.
6. **Error-Free General Resume:** After attending a workshop and working with WorkSource staff, customers will have an error-free general resume that can be customized to specific jobs and recruitment activities.

### Basic Computer Skills

1. **Log In and Out:** How to turn on and log into a computer; and sign off and shut down a computer. Instruction includes the importance, use, and management of passwords.
2. **Keyboard and Mouse Use:** General concepts for keyboard and mouse operation required to navigate commonly used applications for job search and development of job application materials.
3. **Document Management:** Learn how to create a document in Microsoft Word. How to save a document, as well as how to access a saved document. Instruction will include saving and accessing files using various devices (hard drives, jump drives, discs, etc.).
4. **Email:** Learn how to write and send an email, with and without attachments, and receive information regarding email etiquette both in terms of what is written in the body of an email and the appropriateness of email addresses. For customers without an email address, guidance will be provided on how to obtain an email address as well as how to access an email domain through a public computer.
5. **Browser Navigation/Internet Search:** Information on what a browser is, how to access it, and how to navigate and utilize an internet search page(s).



## Talent Development Workshops continued

### Interviewing Skills

1. **Interview Preparation/Research:** The importance of, and tools for, researching employers and preparing for a job interview.
2. **Answering Interview Questions:** The difference between situational and behavioral questions, as well as how to answer them. They may be instructed using a variety of techniques, including the Situation-Task-Action-Result (STAR) approach. Which interview questions are illegal and how to respond to them, if asked.
3. **Interview Etiquette:** The importance of appearance, hygiene, body language, timeliness, attitude, respect, appropriate follow-up, technology device etiquette, and professionalism as they relate to interview etiquette—what is and is not acceptable.
4. **Practice:** All customers will be given an opportunity to practice interviewing skills.

### Networking/Social Media

1. **Networking Basics:** Learn to identify and access appropriate networking opportunities for themselves; including various approaches and tools for in-person, businesses, civic, and online networking forums.
2. **Elevator Speech:** Learn about creating and articulating a personal brand.
3. **Managing Online Profiles:** Learn about appropriate content of online profiles and social media, as well as appropriate usage of online forums.
4. **Technology in Networking:** Learn about concepts of technology-based networking platforms, and how to use them; as well as useful resources and methods utilizing mobile devices.

### Soft Skills

1. **Definition of Soft Skills and their Importance:** Learn about soft skills the personal qualities and attributes desired by employers. They do not depend on task-specific knowledge, as hard skills do, and are transferable to all workplace cultures.
2. **Proactive Communication:** Instructed on effective verbal and non-verbal communication tools to use with co-workers, teammates, and supervisors.
3. **Initiative and Reliability:** Learn the importance of not only being proactive, but following-through.
4. **Self-Management:** Learn how to identify the personal strengths and limitations of themselves and others. Learn the importance of meeting short and long-term goals and managing personal emotions in the workplace. Learn the concepts and importance of being adaptable to diverse settings, and the meaning and importance of integrity.



## More about .... Work-Based Learning

Work-Based Learning includes On-the-Job Training (OJT), apprenticeship, and work experiences and internships that are linked to careers. Work-Based Learning services may also include job shadows, volunteer opportunities, and career exploration to help you develop skills, experience and/or exposure to careers or industries based on your interests and competencies.

- **On-The-Job Training (OJT):** A hire-first program offered through WorkSource centers that result in training of a paid participant by an employer while engaged in work. The trainee is employed by the employer that provides the training. OJT is not subsidized employment. Payments are made to employers to compensate them for the costs associated with training participants and lower productivity of the participants during the training period.
- **Apprenticeships:**  
These combine supervised on-the-job training with classroom instruction. Individual apprenticeship committees take applications for their programs. You can find opening announcements posted at Oregon Bureau of Labor and Industries (BOLI) offices, local schools, and community colleges and at our WorkSource centers. You can also access Apprenticeship Opportunities Statewide on the BOLI website. For more information see:  
[http://www.oregon.gov/boli/ATD/Pages/A\\_StatewideOpportunities.aspx](http://www.oregon.gov/boli/ATD/Pages/A_StatewideOpportunities.aspx)
- **Work Experience and Volunteering:** Work Experience is any experience that a person gains while working in a specific field or occupation. Work experiences can be paid or on a volunteer basis.
  - You may not have the experience that employers want and can gain additional experience doing a work experience.
  - Work experience can allow you to sample career options and explore different jobs without committing to anything.
  - You may have the transferrable skills to explore employment in a completely different industry. A work experience can give you a better view and experience before you job search.

# WorkSource Center Offices in Oregon

<p><b>WorkSource Albany</b> 139 4th Avenue SE Albany, OR 97321 541.967.2171</p> <p><b>WorkSource Bend</b> 1645 NE Forbes Road, Suite 100 Bend OR 97701 541.388.6070</p> <p><b>WorkSource Benton - Corvallis</b> 4170 SW Research Way Corvallis OR 97333 541.757.4261</p> <p><b>WorkSource Curry – Brookings/Harbor</b> 16261 Highway 101, Suite 11 Brookings, OR 97415 541.469.9836</p> <p><b>WorkSource Clatsop - Astoria</b> 450 Marine Drive, Suite 110 Astoria, OR 97103 503.378.8060</p> <p><b>WorkSource Columbia – St. Helens</b> 500 N Highway 30, Suite 320 St Helens OR 97051 503.378.2009</p> <p><b>WorkSource Coos - Coos Bay</b> 990 South 2nd Street Coos Bay, OR 97420 541.756.8459</p> <p><b>WorkSource Douglas - Roseburg</b> 846 SE Pine Street Roseburg OR 97470 541.440.3344</p> <p><b>WorkSource Eastern Oregon - Baker City</b> 1575 Dewey Avenue Baker City, OR 97814 541.684.2630</p> <p><b>WorkSource Eastern Oregon - Burns</b> 809 W. Jackson Street, Suite 400 Burns OR 97720 541.693.8900</p>	<p><b>WorkSource Eastern Oregon - Canyon City</b> 120 S Washington Street Canyon City OR 97820 541.693.8909</p> <p><b>WorkSource Eastern Oregon - Hermiston</b> 950 SE Columbia Drive, Suite B Hermiston OR 97838 541.684.2494</p> <p><b>WorkSource Eastern Oregon - La Grande</b> 1901 Adams Avenue La Grande OR 97850 541.633.2255</p> <p><b>WorkSource Eastern Oregon - Ontario</b> 375 SW 2nd Avenue Ontario OR 97914 541.318.7940</p> <p><b>WorkSource Eastern Oregon - Pendleton</b> 408 SE 7th Street Pendleton OR 97801 541.684.2343</p> <p><b>WorkSource Lane - Eugene</b> 2510 Oakmont Way Eugene OR 97401 541.686.7601</p> <p><b>WorkSource Lincoln – Lincoln City</b> 4157 NW HWY 101, Suite 250 Lincoln City OR 97367 541.791.5707</p> <p><b>WorkSource Lincoln - Newport</b> 120 NE Avery Street Newport OR 97365 541.757.4122</p> <p><b>WorkSource Oakmont - Florence</b> 3180 Hwy 101 N Florence OR 97439 541.686.7601</p>	<p><b>WorkSource Klamath</b> 801 Oak Avenue Klamath Falls, OR 97601 541.857.2282</p> <p><b>WorkSource Lebanon</b> 44 Industrial Way, Suite B Lebanon OR 97355 541.259.5787</p> <p><b>WorkSource Clackamas – Oregon City</b> 506 High Street Oregon City OR 97045 971.673.6400</p> <p><b>WorkSource Polk - Dallas</b> 580 Main Street, Suite B Dallas OR 97338 503.831.1950</p> <p><b>WorkSource Portland Metro - Beaverton/Hillsboro</b> 241 SW Edgeway Drive Beaverton, OR 97006 503.280.6046</p> <p><b>WorkSource Portland Metro - Gresham</b> 18633 SE Stark Street, Suite 201 Gresham OR 97233 503.280.6046</p> <p><b>WorkSource Portland Metro - N/NE</b> 30 N Webster Street, Suite E Portland OR 97217 503.280.6046</p> <p><b>WorkSource Portland Metro - SE</b> 6401 SE Foster Road Portland OR 97206 503.280.6046</p> <p><b>WorkSource Portland Metro - Tigard</b> 11950 SW Garden Place Suite 100 Tigard, OR 97223 503.280.6046</p>	<p><b>WorkSource Redmond</b> 2158 Southeast College Loop Suite B Redmond OR 97756 541.388.6070</p> <p><b>WorkSource Grants Pass</b> 1569 NE “F” Street Grants Pass OR 97526 541.471.3811</p> <p><b>WorkSource Medford</b> 119 N Oakdale Avenue Medford OR 97501 541-734-7533</p> <p><b>WorkSource Salem</b> 605 Cottage Street NE Salem OR 97301 503.378.4846</p> <p><b>WorkSource The Dalles</b> 700 Union Street, Suite 105 The Dalles, OR 97058 541.791.5850</p> <p><b>WorkSource Tillamook</b> 2101 5th Street Tillamook, OR 97141 503.842.4488</p> <p><b>WorkSource Woodburn</b> 120 E Lincoln Street, Suite 115 Woodburn OR 97071 503.980.6805</p> <p><b>WorkSource Yamhill - McMinnville</b> 370 NE Norton Lane McMinnville OR 97128 503.472.5118</p> <hr/> <p><b>State of Washington WorkSource Vancouver</b> 204 SE Stonemill Drive Suite 215 Vancouver, WA 98684 360.735.5000</p>
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## Trade Adjustment Assistance for Workers Program

The Trade Adjustment Assistance (TAA) for workers program assists dislocated workers who have been laid-off or had a reduction of work hours due to contributing factors of foreign competition. The program offers a variety of benefits and services for eligible workers: re-employment services, job search and relocation allowances, training benefits, income support, tax credit for health insurance, wage subsidy for workers 50 or older and additional Unemployment Insurance in the form of Trade Readjustment Allowances (TRA)

When a Trade petition is filed on behalf of workers, workers are encouraged to seek immediate reemployment services at a WorkSource center which includes services for dislocated workers. Once a worker becomes eligible for TAA for Workers benefits the worker is served by both the TAA for Workers program and the WIOA Dislocated Worker program to address their training and employment needs. TAA for Workers Hotline at 503.947.3096 or Toll Free: 877.639.7700

## Training Unemployment Insurance (TUI)

## Trade Readjustment Allowance (TRA)

Training Unemployment Insurance (TUI) and Trade Readjustment Allowance (TRA) allows UI claimants to attend school while receiving regular UI benefits. Open to individuals who have lost their jobs and are not likely to return to their previous industries, the TUI or TRA program removes the work search requirements while claimants attend school full time. The TUI and TRA programs are designed for short-term training or vocational training. <https://unemployment.oregon.gov/tui>

- TUI when you lose your job through no fault of your own and are determined to be dislocated workers.
- TRA when you are laid off because of foreign competition and your TAA Petition has been certified.

## Work Share

The Work Share program helps Oregon businesses avoid layoffs and keep talent during a temporary decline in business. Instead of laying off workers, employers reduce some employees' hours and then use unemployment insurance benefits to supplement a portion of the wages these employees lose because of their hours being cut. This allows employees to have more job security, maintain their skills and qualifications, keep their health care and retirement benefits, and have access to unemployment insurance benefits. <https://unemployment.oregon.gov/work-share>

## Self-Employment Assistance (SEA)

The SEA program is for people who are receiving unemployment insurance benefits — and are likely to run out of those benefits — and are interested in starting their own business. Through the SEA program, you can receive up to 26 weeks of unemployment benefits, without the work-search requirements that are typically required in order to receive benefits, so you can focus full time on your self-employment activities and building your business. You also keep the income you earn from your new business.

<https://unemployment.oregon.gov/self-employment#section-2>

## Workforce and Economic Research

QualityInfo.org provides quality information that helps you make informed choices. For more information visit:  
<https://www.qualityinfo.org>

## Occupation Profiles

**Jobs & Careers** tab then select **Occupation & Wage Information**

Search for an occupation. A full **Occupation Profile** report will provide you with:

- Description & Video
- Job Openings listed with OED
- Job Openings from the Web
- Licenses & Certifications
- Wage Range
- Employment Outlook
- Employment Projections
- Industries of Employment
- Educational Requirements
- Knowledge, Skills, & Abilities
- Schools & Training Providers
- Career Pathways

## Oregon Occupational Information

**Jobs & Careers** tab then select **Career Explorer**

Search for occupations based on education level, wages, location, and other criteria.

This occupational report will provide:

- Employment in the occupation
- Employment Growth
- Typical Education needed for the occupation
- Median Annual Salary
- Number of Current Job Listings
- Projected Annual Openings
- If the occupation is STEM
- If the occupation is high wage
- If the occupation is high skill
- If the occupation is high demand

## Find a Job

**Jobs & Careers** tab then select **Find a Job**

The Job Finder tool allows you to search your local area for thousands of jobs listed with the Oregon Employment Department and for jobs that are posted elsewhere on the internet.

## Oregon Workforce and Economic Information Blog

The Oregon Workforce and Economic Information blog is brought to you by the Workforce and Economic Research section of the Oregon Employment Department. We love studying the economy, helping the public, and using numbers all day long! Feel free to ask questions and leave comments because we're here to help! For more information visit: <https://oregonemployment.blogspot.com/>

## Veterans Services –

### WorkSource Oregon & Oregon Employment Department

Here is a link to the website: <https://www.oregon.gov/EMPLOY/jobseekers/Pages/Veterans.aspx>

If you served in the U.S. military or are a spouse of a veteran, you can qualify for Priority of Service. This includes priority referrals to jobs and other employment and training services over non-veteran applicants with the same qualifications. Services include job search assistance, workshops, resume assistance, labor market information, career counseling, and referrals among other resources.

All WorkSource Oregon staff serve as your Veteran Representatives for employment and training. WorkSource staff continuously collaborate with local, state, and federal agencies and other veteran service providers and organizations to assist you with career transitioning. Please identify yourself as a veteran or spouse of a veteran at your local WorkSource center upon seeking any services.

*We are grateful for your service and our goal is to provide you with the maximum level of employment and training opportunities.*



In addition to all WorkSource center staff being Veteran Representatives, the Oregon Employment Department operates additional programs throughout Oregon to assist veterans, eligible persons, and businesses to connect with one another.

### Disabled Veterans' Outreach Program (DVOP)

DVOP specialists are professionally trained to provide exclusive services to meet the employment and training needs of special-disabled veterans, disabled veterans, veterans, and eligible persons. DVOP specialists are actively involved in outreach efforts to increase program awareness and participation among those with the greatest barriers to employment. DVOP specialists provide that customized one-on-one employment service that can include assessments, employment plans, career guidance, referral to supportive services (housing, trainings, connection to job openings, and more). Your WSO Veteran Representative will refer eligible job seekers to the DVOP for additional customized services.

### Local Veterans' Employment Representative (LVER)

Professionally trained LVERs conduct outreach to the business community and engage in advocacy efforts with hiring executives to increase employment opportunities for veterans, encourage the hiring of disabled veterans, and generally assist veterans to gain and retain employment. LVERs seek out job developments for veterans and eligible persons using their established networks. LVERs conduct seminars for employers and job search workshops for veterans seeking employment and facilitate priority of service regarding employment, training, and placement services furnished to veterans by all staff of the WorkSource centers.



# About GI Bill® benefits

GI Bill® benefits help you pay for college, graduate school, and training programs. Since 1944, the GI Bill® has helped qualifying Veterans and their family members get money to cover all or some of the costs for school or training. Here is a link to the website: [https://www.benefits.va.gov/gibill/post911\\_gibill.asp](https://www.benefits.va.gov/gibill/post911_gibill.asp)



## Types of Training and Assistance under the Veteran Educational Benefits:

- Apprenticeship
- Correspondence Training
- Cooperative Training
- Entrepreneurship Training
- Flight Training
- Independent and Distance Learning
- Institutions of Higher Learning Undergraduate and Graduate Degrees
- Licensing and Certification Reimbursement
- Vocational/Technical Training, Non-college Degree Programs National Testing Reimbursement
- On-the-Job Training
- Tuition Assistance Top-up
- Tutorial Assistance
- Vocational/Technical Training

## Connect with Oregon Career Information System

For more information visit:

<https://oregoncis.uoregon.edu/Portal.aspx>

Current employment, wages, outlook, hiring practices, preparation, and licensing, in addition to the skills, abilities, and knowledge required for each of over 550 occupation titles. CIS also includes information about self-employment, job search, industries, and the military as an employer. Please ask your WorkSource center staff for a CIS username and password.



## OREGON CIS



# Adult Learners - Office of Student Access and Completion

Have you been out of school for a while and now are thinking it's time to look at options? They can help! Take a look at the resources the Office of



Student Access and Completion have that can help you navigate the process of preparing and planning for college.

## Higher Education Coordinating Commission

Office of Student Access and Completion

**For more information visit:**

<https://oregonstudentaid.gov/default.aspx>

## Adult Learner

It's no surprise that the cost of a postsecondary education, whether it's a vocational, four-year, or graduate program, is steadily increasing and becoming a greater financial burden to Oregon adult learners and families. The Office of Student Access and Completion (OSAC) can help. Through grant programs, scholarships, precollege mentoring, and financial aid outreach programs, OSAC assists Oregonians in their pursuit of a college education and a brighter future. For more information visit: <https://oregonstudentaid.gov/finaid-adult.aspx>

## Credit for Prior Learning

Credit for Prior Learning may be happening at your local college or university. Check out their website and search for "Credit for Prior Learning." If your local college or university is offering credit for prior learning, you should find information about:

- Who to contact for Credit for Prior Learning.
- Available Credit for Prior Learning opportunities and preparation requirements.
- Tuition and Fee Structure for Credit for Prior Learning
- Risks and cost of assessment where credit may not be awarded.
- Information about financial aid.
- Information regarding the applicability of Credit for Prior Learning towards certificate or degree programs.

## Dislocated Workers Applying for Financial Aid

When you apply for any financial aid program:

- Contact the financial aid office at your school.
- Be sure to let them know that you are a dislocated worker.
- Go to [studentaid.gov](https://studentaid.gov) to apply online.

Most grants, but not all, are available to you depending upon your financial need, so bring along your most recent tax paperwork.

When you apply for any financial aid program, keep in mind that the process usually takes one to two weeks for determination. You can access most forms on the internet, so ask your financial aid office for assistance.

If your application is turned down because it was based on past income, be sure to request to meet with the campus financial aid officer, as he or she may be able to use a "professional judgment" ruling to reconsider your application. This rule allows the officer to consider your projected income, rather than your previous income, to determine your need for the grant.

# What is a Pell Grant?

## FEDERAL STUDENT AID FOR ADULT STUDENTS

Are you an adult considering college? Do you need help paying your education expenses? Apply for federal student aid!



- A Federal Pell Grant, unlike a loan, does not have to be repaid.
- The amount depends on your financial need, costs to attend school, status as a full-time or part-time student, and plans to attend school for a full academic year or less.
- To apply, complete the FAFSA by visiting: <https://studentaid.gov/h/apply-for-aid/fafsa>

**Financial Aid:** The federal government, in conjunction with schools and financial institutions, offers grants, loans and other assistance that may help further your education and train you for a new job

Have  
It      Need  
It      N/A

**Helping Oregon Students Plan and Pay for College.** For more information visit:  
<https://oregonstudentaid.gov/>

**Access Grants:** For more information visit: <http://oregonstudentaid.gov/grants.aspx>

- For information about the Oregon Opportunity Grant visit:  
<http://oregonstudentaid.gov/oregon-opportunity-grant.aspx>
- **Apply for Grants:** File for the FAFSA by visiting: <https://studentaid.gov/h/apply-for-aid/fafsa>

☐ ☐ ☐

**Apply for OSAC Scholarships:** Visit: <http://oregonstudentaid.gov/scholarships.aspx>

- **Scholarship Catalog:** For more information visit:  
<https://app.oregonstudentaid.gov/Catalog/Default.aspx>

**Federal Financial Aid:** Federal Student Aid, an office of the U.S. Department of Education, ensures that all eligible individuals can benefit from federally funded financial assistance for education beyond high school. For more information visit:  
<https://studentaid.gov/>

☐ ☐ ☐

**Oregon Career information System:** This tool includes local, regional, state, and national scholarships and grants. Sort and manage results by deadline date and award requirements. Allows you to search through thousands of scholarships to locate funding opportunities that fit characteristics. Please ask your WorkSource center staff for a CIS username and password. For more information visit:  
<https://oregoncis.uoregon.edu/Portal.aspx>

☐ ☐ ☐

**Scholarship Search:** Search more than 7,000 scholarships, fellowships, loans, and other financial aid opportunities. For more information visit:  
<http://www.careeronestop.org/toolkit/training/find-scholarships.aspx>

☐ ☐ ☐

## Job Search Checklists

Start planning your job search now, even if your job has not ended yet. Many employers will support some type of job search activity before a layoff. Once you are no longer working, it is important to give your job search the same priority and commitment you would a job. You should maintain a routine, setting goals and timelines for yourself. Start preparing your resume, notify friends and colleagues that you are available, and ask your supervisor for a letter of recommendation.



### Start Collecting Information and Documents for Your Job Search

**Work History:** Compile your complete work history, including addresses, phone numbers, and dates of employment. If you do not have your work history, this data is available for a fee through the Internal Revenue Service. For more information on this please visit: <https://www.ssa.gov/forms/ssa-7050.pdf>. The form to be completed is titled: **“Request for Social Security Earnings Information”**. Fees are determined by how many years are requested. This report includes all your past employers' names and contact information as well as the amount of money you earned.

Have It ☐ Need It ☐ N/A ☐

**Work Reference Information:** List names, addresses and phone numbers of at least three individuals you have permission to use as professional references.

Have It ☐ Need It ☐ N/A ☐

**Financial Data:** Make a list of your financial resources, including your debts and assets. You need to assess how much cash you have, how much you owe monthly and establish how long you can make ends meet on the financial resources that you have.

Have It ☐ Need It ☐ N/A ☐

**Birth Certificate:** To replace your Oregon Birth Certificate visit: <http://bit.ly/ORbirth>  
To obtain records from another state visit: <http://www.cdc.gov/nchs/w2w.htm>

Have It ☐ Need It ☐ N/A ☐

**Original Social Security Card:** To replace a social security card visit: <http://www.ssa.gov/ssnumber/ss5.htm>

Have It ☐ Need It ☐ N/A ☐

**Selective Service:** This is for males born on or after January 1, 1960. Please visit: <https://www.sss.gov>

Have It ☐ Need It ☐ N/A ☐

**Transcripts:** Contact your college for their transcript procedure or Diploma Sender for Oregon GED. For more information visit: <https://www.diplomasender.com>

Have It ☐ Need It ☐ N/A ☐

**U.S. passport:** For information and replacement visit: <https://travel.state.gov/content/passports/en/passports.html>

Have It ☐ Need It ☐ N/A ☐

**Address verification:** Recommend document be dated to show physical presence and intent to reside in Oregon, have your name printed on the document, and include a physical Oregon address.

Have It ☐ Need It ☐ N/A ☐

**DD Form 214 (Report of Separation) & Military Discharge Papers:** For information visit: <http://www.archives.gov/veterans/military-service-records/#evetrecs>

Have It ☐ Need It ☐ N/A ☐

Start Collecting Information and Documents for Your Job Search continuing	Have It	Need It	N/A
<b>Work Documentation:</b> Will need approved work document if you are not a U.S. citizen. To see more information on the <b>U.S. Citizenship and Immigration Services (USCIS) Employment Authorization Document</b> visit: <a href="http://bit.ly/UScisEAD">http://bit.ly/UScisEAD</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Naturalization Papers:</b> To obtain an <b>Application for Replacement Naturalization/Citizenship Document</b> visit: <a href="https://www.uscis.gov/n-565">https://www.uscis.gov/n-565</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>I-94 Information:</b> The official site for Travelers Visiting the United States: To apply for or Retrieve Form I-94, Request Travel History and Check Travel Compliance visit: <a href="https://i94.cbp.dhs.gov/I94/#/home">https://i94.cbp.dhs.gov/I94/#/home</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Unemployment Insurance Document Copies</b> It is a good idea to save all correspondence you receive from the Employment Department regarding your Unemployment Insurance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Taxes	Have It	Need It	N/A
The Internal Revenue Service recognizes that the loss of a job may create new tax issues.			
<b>What if I lose my job:</b> The loss of a job may create new tax issues. Severance pay and unemployment compensation are taxable. Payments for any accumulated vacation or sick time also are taxable. You should ensure that enough taxes are withheld from these payments or make estimated tax payments to avoid a big bill at tax time. Public assistance and food stamps are not taxable. The IRS has updated a helpful publication which lists a number of job-loss related tax issues. For more information visit: <a href="https://www.irs.gov/pub/irs-pdf/p4128.pdf">https://www.irs.gov/pub/irs-pdf/p4128.pdf</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Dislocated Worker Resource Links	Have It	Need It	N/A
<b>My Next Move:</b> is an interactive tool for job seekers and students to learn more about their career options. <a href="https://www.mynextmove.org/">https://www.mynextmove.org/</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>mySkills myFuture:</b> is also an interactive tool helping laid-off workers and other career changers find new occupations to explore. For more information visit: <a href="http://www.myskillsmyfuture.org">www.myskillsmyfuture.org</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Worker Reemployment:</b> is a one-stop site providing employment, training, and financial assistance for laid-off workers. For more information visit: <a href="https://www.careeronestop.org/WorkerReEmployment/default.aspx">https://www.careeronestop.org/WorkerReEmployment/default.aspx</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>WARN Act Workers Guide:</b> Provides a brief overview of the Worker Adjustment and Retraining Notification Act (30-page PDF). For more information visit: <a href="https://www.dol.gov/sites/dolgov/files/ETA/Layoff/pdfs/WorkerWARN2003.pdf">https://www.dol.gov/sites/dolgov/files/ETA/Layoff/pdfs/WorkerWARN2003.pdf</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Job Search Action Plan Checklist

Connect with staff and services at your nearest WorkSource center (see page 16) for programs, services, workshops, and online resources to help in your job search. Below is a sample Job Search Action Plan checklist to help you in planning your job search strategy.

<b>Self-Assessment</b> <i>Check your nearest WorkSource center's workshop schedule to find workshops to help you identify your skills, explore careers, and set goals.</i>	Have It	Need It	N/A
<b>What Do You Want Out of a Job?</b> Consider the type of work, wage, location, and other factors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Identify Your Strengths/Skills:</b> Identify your skills, strengths, and accomplishments. This will help you in writing your resume and cover letters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Set Your Goals:</b> Where do you want to be in: 6 months / 1 year / 5 years / 10 years? What type of jobs will help you attain your personal and professional goals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Planning the Job Search</b> <i>WorkSource centers offer workshops and online resources to help you prepare a resume and organize your job search strategy.</i>	Have It	Need It	N/A
<b>Develop Your Marketing Materials:</b> Prepare a master Resume, Cover Letter, References, and order Transcripts. <b>Note:</b> Unofficial transcripts are acceptable by most employers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Develop Your Elevator Speech:</b> Prepare your 60-second elevator speech.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Develop Your STAR Interview Answers:</b> (Situation, Task, Action, and Result)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Set up a Job Search Email Address:</b> Set up an email address that you use solely for job searching. This will allow you to track emails related to your job search. For more information visit: <a href="http://www.gcflernfree.org/emailbasics">http://www.gcflernfree.org/emailbasics</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Manage Your Job Search - Create a Job Search Log:</b> Set up a log or tracking sheet to track where you have posted your resume, sent applications, dates and times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Make a List of Contacts:</b> Start with your family, friends, acquaintances, co-workers, and other professionals who you can contact to help you in your search, with leads, openings, or information. <a href="http://www.Linkedin.com">www.Linkedin.com</a> is a great tool for managing and growing your contacts and network.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Identify Employers:</b> Make a list of employers for targeted, focused mailings with a specialized resume and personalized cover letter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Job Search Action Plan Checklist (page 2)

<b><i>Self-Assessment</i></b>	<b>Have It</b>	<b>Need It</b>	<b>N/A</b>
<b>Identify Resources for Job Postings:</b> Identify websites, newspapers, professional organizations, and associations, professional newsletters, and other sources of job postings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Prepare for Interviews:</b> Even before you get an interview, practice. WorkSource centers offer Interviewing workshops or resources for mock interviews. Practice! Practice! Practice!	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Correspondence Copies File:</b> It is a good idea to set up a file to save all correspondence you send and receive for your job search. (Save copies of all Job Applications, Resumes, Cover Letters, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><i>Conducting the Job Search</i></b>	<b>Have It</b>	<b>Need It</b>	<b>N/A</b>
<b>Apply to Job Postings:</b> WorkSource centers have staff, resources areas, workshops, and online resources to help you understand today's job applications. Learn how to complete an application that represents your best in transferable skills and abilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Get Referrals:</b> WorkSource centers have staff working directly with employers to meet their hiring needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Establish your Social Media Job Search and Online Branding:</b> WorkSource centers have staff, resources, and workshops to help you navigate your online job search.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Register with Local Staffing Agencies:</b> Many staffing agencies perform recruitment and selection processes for businesses. Some staffing agencies provide temporary workers, and others provide candidates for temp-to-hire arrangements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Protect your Personal Information:</b> Protect your personal information and that of those who are providing a reference for you, do not place your or their personal information at risk. Limit the contact information you provide on the web and research website privacy policies and online application security.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Send out Targeted Mailings:</b> Send focused and customized cover letters and resumes to the list of potential employers you have identified. Follow-up with employers, via phone or email, if you have not heard from them in 2 weeks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Conduct Informational Interviews:</b> Gather information from your contacts and other persons in your field of interest.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Attend Job/Career Fairs and Conferences:</b> At some job fairs, interviews are conducted on site. You can also make new contacts and identify new employers of interest.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# Job Search Action Plan Checklist (page 3)

<b><i>Conducting the Job Search</i></b>	<b>Have It</b>	<b>Need It</b>	<b>N/A</b>
<b>Network to Build and Maintain Your Contacts:</b> Attend job clubs, career events, and join <a href="http://www.Linkedin.com">www.Linkedin.com</a> a professional networking site to expand, manage, and organize your network.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Volunteer:</b> To build your skills consider volunteering with organizations that can help you build your resume or gain experience and contacts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Join and Attend Professional Organizations and/or Association Events:</b> Consider attending events or taking a role in an organization focused on your field.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><i>Managing Your Follow Up</i></b>	<b>Have It</b>	<b>Need It</b>	<b>N/A</b>
<b>Follow-up with Employers and Leads:</b> Your job search is an on-going process. If you do not hear from an employer after two weeks of submitting your materials, call or email to inquire about the status of your application. If your contacts have given you leads, investigate those leads, and set up appointments for informational interviews.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Write Thank You Notes and Letters:</b> After each interview, meeting, or lead received, be sure to send a handwritten thank you note, card, or letter. You will stand out from others if you mail your note instead of just sending an email.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Continue to Research Employers:</b> As you research employers and refine your search, remember to update your resume, cover letter, and references as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><i>When You Get A Job Offer</i></b>	<b>Have It</b>	<b>Need It</b>	<b>N/A</b>
<b>Your new job: Start</b> with a better offer by learning to negotiate and how to negotiate your salary. For more information visit: <a href="https://www.careeronestop.org/ResourcesFor/EntryLevel/negotiate-a-job-offer.aspx">https://www.careeronestop.org/ResourcesFor/EntryLevel/negotiate-a-job-offer.aspx</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Job Search Log or Tracking Sheet:</b> Use your log to remove your résumé from any employers or online locations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>I-9 Employment Eligibility Verification:</b> The Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States. Be prepared on your first day of work by completing the Form I-9. For completing the Form I-9 visit: <a href="http://bit.ly/I9quick">http://bit.ly/I9quick</a> Acceptable Documents for verification can be found by visiting: <a href="https://www.uscis.gov/i-9-central/acceptable-documents">https://www.uscis.gov/i-9-central/acceptable-documents</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Celebrate Your Job Search Success</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### SAMHSA's National Helpline

1-800-662-HELP (4357) TTY: 1-800-487-4889

Website: [www.samhsa.gov/find-help/national-helpline](http://www.samhsa.gov/find-help/national-helpline)

Also known as, the Treatment Referral Routing Service, this Helpline provides 24-hour free and confidential treatment, referral and information about mental and/or substance use disorders, prevention, and recovery in English and Spanish. For more information visit: <https://www.samhsa.gov/find-treatment>



**SAMHSA**  
Substance Abuse and Mental Health  
Services Administration

## Job Loss and Unemployment Stress

### Tips for Staying Positive during Your Job Search

*Job Loss and Unemployment Stress Tips for Staying Positive during Your Job Search, Please visit:*

<http://www.helpguide.org/articles/stress/job-loss-and-unemployment-stress.htm> ©Helpguide.org. All rights reserved.

It's normal to feel hurt, vulnerable, or angry after losing a job. The good news is that despite the stress of job loss and unemployment there are many things you can do to take control of the situation and maintain your spirits. You can get through this tough time by taking care of yourself, reaching out to others, and taking the opportunity to rethink your career goals and rediscover what truly makes you happy.

### Losing a job is stressful

Our jobs are much more than just the way we make a living. They influence how we see ourselves, as well as the way others see us. Our jobs give us structure, purpose, and meaning. That's why job loss and unemployment is one of the most stressful things you can experience. Beyond the loss of income, losing a job also comes with other major losses, some of which may be even more difficult to face:

- Loss of your professional identity
- Loss of self-esteem and self-confidence
- Loss of your daily routine
- Loss of purposeful activity
- Loss of your work-based social network
- Loss of your sense of security

### Grief is normal after losing a job

Grief is a natural response to loss, and that includes the loss of a job. Losing your job forces you to make rapid changes. You may feel angry, hurt, panicked, rejected, and scared. What you need to know is that these emotions are normal. You have every right to be upset, so accept your feelings and go easy on yourself. Also remember that many, if not most, successful people have experienced major failures in their careers. But they've turned those failures around by picking themselves up, learning from the experience, and trying again. When bad things happen to you—like experiencing unemployment—you can grow stronger and more resilient in the process of overcoming them. Please visit: <https://www.helpguide.org/articles/grief/coping-with-grief-and-loss.htm>

## Coping with job loss and unemployment stress tip 1:

**Face your feelings:** Fear, depression, and anxiety will make it harder to get back on the job market, so it's important to actively deal with your feelings and find healthy ways to grieve. Acknowledging your feelings and challenging your negative thoughts will help you deal with the loss and move on.

### Surviving the emotional roller coaster of unemployment and job loss

**Write about your feelings:** Express everything you feel about being laid off or unemployed, including things you wish you had said (or hadn't said) to your former boss. This is especially cathartic if your layoff or termination was handled in an insensitive way.

- **Accept reality:** While it's important to acknowledge how difficult job loss and unemployment can be, it's equally important to avoid wallowing. Rather than dwelling on your job loss—how unfair it is; how poorly it was handled; things you could have done to prevent it; how much better life would be if it hadn't happened—try to accept the situation. The sooner you do, the sooner you can get on with the next phase in your life.
- **Don't beat yourself up:** It's easy to start criticizing or blaming yourself when you've lost your job and are unemployed. But it's important to avoid putting yourself down. You'll need your self-confidence intact as you're looking for a new job. Challenge every negative thought that goes through your head. If you start to think, "I'm a loser," write down evidence to the contrary ("I lost my job because of the recession, not because I was bad at my job.").
- **Look for the silver lining:** Losing a job is easier to accept if you can find the lesson in your loss. What can you learn from the experience? Maybe your job loss and unemployment has given you a chance to reflect on what you want out of life and rethink your career priorities. Maybe it's made you stronger. If you look, you're sure to find something of value.

### Beware of Pitfalls

- Taking refuge in your "cave" may provide temporary comfort but is little help if your time spent there is not constructive. Surrounding yourself with positive, supportive family and friends may better help your self-esteem.
- Venting your anger and frustrations may only make you feel worse if you find yourself in the middle of a "pity party." There are people who actually enjoy misery and the misfortune of others.
- Drinking is at best a temporary relief, and for some people, can lead to a crippling addiction.

Source: [\*The University of Georgia\*](#)

## Coping with job loss and unemployment stress tip 2:

**Reach out:** Don't underestimate the importance of other people when you're faced with job loss and unemployment. Be proactive. Let people know that you lost your job and are looking for work.

Taking action will help you feel more in control of your situation—and you never know what opportunities will arise. Plus, the outpouring of support you receive may pleasantly surprise you. Simple words of sympathy and encouragement can be a huge boost in this difficult time.

**Turn to people you trust for support:** Share what you're going through with the people you love and trust. Ask for the support you need. Don't try to shoulder the stress of job loss and unemployment alone. Your natural reaction may be to withdraw out of embarrassment and shame or to resist asking for help out of pride. But avoid the tendency to isolate. You will only feel worse.

**Join or start a job club:** Other job seekers can be invaluable sources of encouragement, support, and job leads. You can tap into this resource by joining or starting a job club. Being around other job seekers can be energizing and motivating and help keep you on track during your job search.

To find a job club in your area, check out:

- Your local public library
- College and university career centers
- Professional networking sites
- The classifieds or career section of the newspaper
- Resources & References section below for links

**Stay connected through networking:** The vast majority of job openings are never advertised; they're filled by word of mouth. That's why networking is the best way to find a job. Unfortunately, many job seekers are hesitant to take advantage of networking because they're afraid of being seen as pushy, annoying, or self-serving. But networking isn't about using other people or aggressively promoting yourself—it's about building relationships. As you look for a new job, these relationships can provide much-needed feedback, advice, and support.

**Networking is much easier than you think:** Networking may sound intimidating or difficult—especially when it comes to finding a job or asking for help—but it doesn't have to be. Networking can be rewarding and fun, even if you're shy or you feel like you don't know many people. Read: Job Networking Tips at:

<https://www.helpguide.org/articles/relationships-communication/job-networking-tips.htm>

### **Coping with job loss and unemployment stress tip 3:**

**Involve your family:** Unemployment affects the whole family, so keep the lines of communication open. Tell your family what's going on and involve them in major decisions. Keeping your job loss or your unemployment a secret will only make the situation worse. Working together as a family will help you survive and thrive, even in this difficult time.

- **Keep your family in the loop:** Tell them about your job search plans, let them know how you're spending your time, update them on promising developments, and let them know how they can support you while you're unemployed.
- **Listen to their concerns:** Your family members are worried about you, as well as their own stability and future. Give them a chance to talk about their concerns and offer suggestions regarding your job loss and unemployment.
- **Make time for family fun:** Set aside regular family fun time where you can enjoy each other's company, let off steam, and forget about your job loss and unemployment troubles. This will help the whole family stay positive.

### **Helping Children Cope with a Parent's Unemployment**

Children may be deeply affected by a parent's unemployment. It is important for them to know what has happened and how it will affect the family. However, try not to overburden them with the responsibility of too many of the emotional or financial details.

- **Keep an open dialogue with your children:** Letting them know what is really going on is vital. Children have a way of imagining the worst when they write their own "scripts," so the facts can be far less devastating than what they envision.
- **Make sure your children know it's not anybody's fault:** Children may not understand about job loss and immediately think that *you* did something wrong to cause it. Or they may feel that somehow, *they* are responsible or financially burdensome. They need reassurance in these matters, regardless of their age.
- **Children need to feel they are helping:** They want to help and having them do something like taking a cut in allowance, deferring expensive purchases, or getting an after-school job can make them feel as if they are part of the team.

### **Coping with job loss and unemployment stress tip 4:**

**Take care of yourself:** Learn to recognize & reduce hidden stress. The stress of job loss and unemployment can take a toll on your health. Now more than ever, it's important to take care of yourself. That means looking after your emotional and physical needs and making stress management a priority.

#### **Tips for managing unemployment stress:**

- **Maintain balance in your life:** Don't let your job search consume you. Make time for fun, rest, and relaxation—whatever revitalizes you. Your job search will be more effective if you are mentally, emotionally, and physically at your best.
- **Make time for regular exercise:** Exercise can be a great outlet for stress and worry while you're unemployed and looking for work. It is also a powerful mood and energy booster. Aim for at least 30 minutes of exercise on most days of the week. For more information visit: <http://www.helpguide.org/articles/exercise-fitness/easy-ways-to-start-exercising.htm>

- **Get plenty of sleep:** Sleep has a huge influence on your mood and productivity. Make sure you're getting between 7 to 8 hours of sleep every night. It will help you keep your stress levels under control and maintain your focus throughout your job search. For more information visit: <http://www.helpguide.org/articles/sleep/how-to-sleep-better.htm>
- **Practice relaxation techniques:** Relaxation techniques such as deep breathing, meditation, and yoga are a powerful antidote to stress. They also boost your feelings of serenity and joy and teach you how to stay calm and collected in challenging situations—including job loss and unemployment. For more information visit: <http://www.helpguide.org/articles/stress/relaxation-techniques-for-stress-relief.htm>

### Staying positive during a long job search

A long job search can wear on your attitude and outlook, especially if you're unemployed. If it's taking you longer than anticipated to find work, the following tips can help you stay focused and upbeat.

- **Keep a regular daily routine:** When you no longer have a job to report to every day, you can easily lose motivation. Treat your job search like a regular job, with a daily "start" and "end" time. Following a set schedule will help you be more efficient and productive while you're unemployed.
- **Create a job search plan:** Avoid getting overwhelmed by breaking big goals into small, manageable steps. Instead of trying to do everything at once, set priorities. If you're not having luck in your job search, take some time to rethink your goals.
- **List your positives:** Make a list of all the things you like about yourself, including skills, personality traits, accomplishments, and successes. Write down projects you're proud of, situations where you excelled, and things you're good at. Revisit this list often to remind yourself of your strengths.
- **Volunteer:** Unemployment can wear on your self-esteem and make you feel useless. Volunteering helps you maintain a sense of value and purpose. And helping others is an instantaneous mood booster. For more information visit: [Volunteering can also provide career experience, social support, and networking opportunities.](#)

**Focus on the things you can control:** You can't control how quickly a potential employer calls you back or whether they decide to hire you. Rather than wasting your precious energy on things that are out of your hands, turn your attention to things you can control during your unemployment. Things such as writing a great cover letter and resume tailored to the company you want to work for. This includes setting up meetings with your networking contacts. For more information visit: <http://www.helpguide.org/articles/stress/job-loss-and-unemployment-stress.htm#reach>

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## Lines for Life

**Website:** <https://www.linesforlife.org>

### SUICIDE LIFELINE

**Call or Text:** 988 (24/7/365)

**Chat online at:** [www.988lifeline.org/chat](http://www.988lifeline.org/chat) (24/7/365)

### ALCOHOL & DRUG HELPLINE

**Call:** 800-923-4357 (24/7/365) **Text:** **RecoveryNow** to 839863 (2pm-6pm Pacific Time Daily)

The Alcohol and Drug Helpline serves anyone who needs information, support, or access to resources and treatment for alcohol or drug use.

### MILITARY HELPLINE

**Call:** 888-457-4838 (24/7/365) **Text:** **MIL1** to 839863 (2pm-6pm Pacific Time Daily)

Support for service members, veterans, and their families that is independent of any branch of the military or government.

### YOUTHLINE

**Call:** 877-968-8491 **Text:** **teen2teen** to 839863 **Chat:** [www.oregonyouthline.org](http://www.oregonyouthline.org)

A teen-to-teen crisis help line. Contact us with anything that may be bothering you; no problem is too big or too small. Teens available to help daily from 4-10pm Pacific Time (after hours calls answered by Lines for Life).



# Job Search Action Plan

One of the biggest producers of stress is uncertainty. An Action Plan gives you a definite course to follow, so you can think less about what you should do next. You are more likely to be productive and successful.

Action:	Date to be Completed	Success Celebrated



## Job Search Contact List

Name:					
Month, Day, and Year of Contact	Employer Name and Address or online job posting ID number	Name and Title of Person Contacted	How you contacted the Business Email, phone	The type of work or position you applied for	Was a resume or application Submitted / The results

## Job Search Gratitude Diary

**Name:**

Date

What did I do today that I am proud of?

How did I show a positive attitude today?

How did my friends, family or others around me today have a positive attitude?

How did I help someone today?

How did someone help me today?

What small step did I accomplish today?

How did I step out of my comfort zone and take a small risk today?

## Job Search Gratitude Diary Page 2

Date	How did I rehearse mentally a positive outcome for today?
	What message did I give today with my appearance?
	What unexpected events came my way today? What response did I choose?
	What is my positive affirmation for today?
	What did I do today to reduce my stress?
	Five things that I am grateful for today.

"Gratitude unlocks the fullness of life. It turns what we have into enough, and more. It turns denial into acceptance, chaos into order, confusion into clarity... It turns problems into gifts, failures into success, the unexpected into perfect timing, and mistakes into important events. Gratitude makes sense of our past, brings peace for today, and creates a vision for tomorrow."

*Melody Beattie*

## 211 Community Resource Directory for Oregon

For more information visit: <http://211info.org>

### Call

We are available to take your call 24 hours a day, seven days a week.

- Dial **211** or **1-866-698-6155**
- TTY: dial **7-1-1** and call **1-866-698-6155**
- Some phones that use VOIP (Voice Over Internet Protocol) or Wifi calling might not be able to dial 211. If that is the case, please use our toll-free number: **1-866-698-6155**

Language interpreters are available. Please note: During times of emergency incident response, 211info's response time may vary. Hours may also vary based on program.

### Text or Email

You can reach the 211info team from Monday to Friday by text, email, online, or through our mobile app. Text and email are available in English and Spanish.

- Text your zip code to **898211 (TXT211)** – M-F from 9 a.m.- 5 p.m.
- Email: **help@211info.org** – Response within 24 hours
- Download the **211info** app from the Apple App Store or the Android version from the Google Play Store.

## Laid Off Workers in Oregon Admit One - WorkSource

Connect to Resources - Explore Opportunities

Create Your Path to Employment

See page 16 for the nearest WorkSource center to explore opportunities to help you find employment or to connect with job training and education options

**For Questions, Suggestions, or Comments on this Guide, please email the Oregon Dislocated Worker Unit at: [HECC.DW-Oregon@hecc.oregon.gov](mailto:HECC.DW-Oregon@hecc.oregon.gov)**

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