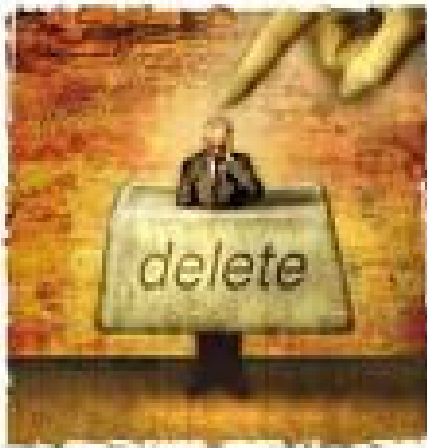


When a Company Layoff Affects You

Would You be Ready?

- Do you have an active job-seeking network inside and outside your company?
- Have you considered which new job opportunities or companies you might want to explore?
- Are you aware of any resources offered by the employer to find a new position?
- Are you aware of current contractual severance benefits?



Why Layoffs Happen

Many companies periodically reduce capacity or layoff employees to reduce costs or remain competitive in the market. Industry indications often point the way to layoffs. Be aware of the movement and projections for the airline industry. Layers of an organization or entire departments can be affected by layoffs to cut costs. Often the affected positions are reinstated within two years, but the company usually “rightsizes” to realize quick,

short term benefits. Whatever the reason, layoffs shake up the status quo, forcing employees to reassess their job security at all locations.

Effects of Layoffs

Each workplace has a unique culture, and layoffs disrupt that culture. Workers can become unproductive, often paralyzed by anxiety. Layoffs can destroy any semblance of company loyalty, especially if you thought you would be working for this employer your entire career. You can become angry with the company and the top management. Whatever your situation, keep working steadily while you consider your options. Avoid pointless discussions with coworkers that intensify dissatisfaction and do not move you forward. You may feel initial relief if you’re not affected and then guilt because your friends are laid off. Layoffs are a wake-up call that can spur you to take positive action for yourself.

Short Term Actions

Most companies have a set rollout for a layoff. Communications from the company and union should be ongoing. If not, you may want to ask them for clarification. What is the process and the timeline? Be matter-of-fact. Avoid anger. If you are staying, remain upbeat. However, avoid setting a pattern of overtime that will make you and your family miserable. If you are affected, keep personal spending down. Bank as much back-up funds as possible. Do not turn to drinking or drugs as an avoidance. Explain the situation in

matter-of-fact terms to your family and ask for their support. Don’t settle back and take a break with paid-out vacation time or severance pay.

Make Your Sales Pitch

Most good-paying jobs are found through personal networks. Create a resume. Identify your skills and companies that might be interested in your capabilities. What career or company motivates you? Meet people for lunch. Get names of contacts and gather information.

Do Your Homework

Getting laid off offers the opportunity to reevaluate your career path and direction. Choices are often determined by where you are in your work skills and experience right now. Would self-employment be a good fit for your skills? Should you transfer to another location? Is taking an early retirement an option? Is it an option to go back to school for that degree? Get financial advice about any pension or 401(k) issues. Can you take early retirement and work at another job, perhaps part-time? How long will you have benefits? Check with the company and the union about medical insurance benefits. Talk with your EAP coordinator.

