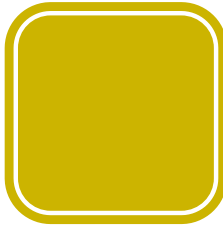


CAREER SUPPORT SERVICES

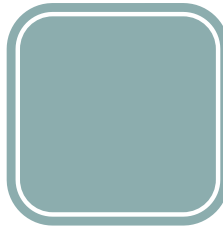
CURRENT COUNTYWIDE LAYOFF & PLACEMENT PROCESS

LAYOFF PROCESS



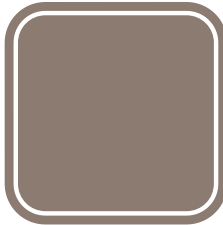
<input type="checkbox"/>	Provide layoff consultation/training to departments, employees, labor & unions
<input type="checkbox"/>	Conduct employee layoff orientation sessions
<input type="checkbox"/>	Conduct employee skills and qualification assessments with employees
<input type="checkbox"/>	Assist in determining skills and qualifications as part of bumping process

DATA AND INFORMATION MANAGEMENT



<input type="checkbox"/>	Receive layoff data and input department information into a tracking system
<input type="checkbox"/>	Update and track employee layoff and placement data
<input type="checkbox"/>	Track and monitor job referral data, documents and processes
<input type="checkbox"/>	Maintain electronic files on each layoff employee
<input type="checkbox"/>	Prepare layoff and placement reports for HRD and Labor
<input type="checkbox"/>	Revise & recommend changes to the Workforce Management Plan
<input type="checkbox"/>	Review, document and track requests, and decisions, for not hiring layoff referrals

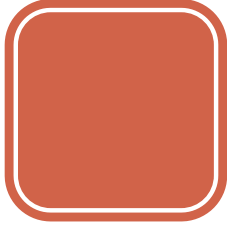
PRIORITY PLACEMENT CONSIDERATION (AKA, JOB REFERRALS)



<input type="checkbox"/>	Prior to posting, review executive branch job postings for potential layoff candidates
<input type="checkbox"/>	Conditionally release career service jobs to be posted on the KC Jobs web-site for layoff employee to review and apply
<input type="checkbox"/>	Email TLT job descriptions to qualified layoff employee when these position will not be posted on the KC Jobs website
<input type="checkbox"/>	Once notified that layoff employee submitted an application, determine employees' eligibility for priority placement consideration
<input type="checkbox"/>	Notify department when eligible layoff employee submits an application
<input type="checkbox"/>	Collaborate with hiring department to determine next steps for eligible employees
<input type="checkbox"/>	Screen and assess eligible layoff employees' qualifications against required job qualifications (with the department)
<input type="checkbox"/>	Schedule and facilitate information meetings to learn more about the specific position and the layoff employee's qualifications, as needed
<input type="checkbox"/>	Coach and assist layoff employee in clarifying and documenting required qualifications, as needed
<input type="checkbox"/>	Email official Priority Placement Consideration referral after eligible layoff employee passes initial screening process
<input type="checkbox"/>	Provide layoff employee with interview coaching and mock interview, as needed
<input type="checkbox"/>	Assist department/referral during new hire probationary period

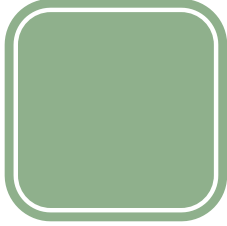
CAREER SUPPORT SERVICES CURRENT COUNTYWIDE LAYOFF & PLACEMENT PROCESS

JOB SEARCH SUPPORT AND RESOURCES



<input type="checkbox"/>	Provide on-going consultation services to the layoff employee
<input type="checkbox"/>	Provide job search guidance & coaching; tools & resources
<input type="checkbox"/>	Develop, facilitate or coordinate a variety of internal & external trainings
<input type="checkbox"/>	Meet with employees to provide feedback

LAYOFF PLACEMENT APPEAL PROCESS



<input type="checkbox"/>	Review justification, selection materials & documentation used in hiring decision
<input type="checkbox"/>	Obtain additional information from hiring department and referral, if needed
<input type="checkbox"/>	Contact department and layoff employee to discuss information/decision
<input type="checkbox"/>	Document and prepare a department response for the request not to hire decision
<input type="checkbox"/>	Send document to departments
<input type="checkbox"/>	File documentation