

EMPLOYEE LAYOFF & PRIORITY CONSIDERATION PLACEMENT CHECKLIST

LAYOFF PROCESS



<input type="checkbox"/>	Meet with HR representative and hiring manager to receive layoff notice & packet
<input type="checkbox"/>	Ask questions and clarify process
<input type="checkbox"/>	Sign up and attend department layoff orientation (if available)

NEXT STEPS



<input type="checkbox"/>	Read, clarify and understand the layoff language, rights and processes *Represented Employees – CBA contract language *Non-represented Employees - Workforce Management Manual
<input type="checkbox"/>	Make a decision about the Loudermill process
<input type="checkbox"/>	Make a decision about the bumping process, if available
<input type="checkbox"/>	Complete the “Election Form” and submit to the department layoff coordinator
<input type="checkbox"/>	Participate in represented bumping process or non-represented layoff process
<input type="checkbox"/>	Review Career Support Services (CSS) website for information, resources and services
<input type="checkbox"/>	Learn about Priority Placement Consideration for layoff employees by emailing careersupportservices@kingcounty.gov , or calling 206-477-3294 or 206-477-3271 to schedule a meeting or attend a group presentation

PRIORITY PLACEMENT CONSIDERATION JOB SEARCH ACTIVITIES



<input type="checkbox"/>	Create on-line account at www.governmentjobs.com OR by applying to a King County position
<input type="checkbox"/>	Review the county’s job website daily at www.kingcounty.gov/jobs and apply directly for jobs of interest and for which you qualify
<input type="checkbox"/>	Sign up for King County job interest notifications at www.kingcounty.gov/audience/employees/careers/job-interest-notifications.aspx
<input type="checkbox"/>	Revise or create your resume
<input type="checkbox"/>	Contact CSS for services, resources & interview coaching (when needed)
<input type="checkbox"/>	

RECRUITMENT & SELECTION PROCESS



<input type="checkbox"/>	Complete application materials identifying how you meet all job qualifications
<input type="checkbox"/>	Submit all required application materials by closing date (application, resume, cover letter, supplemental questionnaire, etc.)
<input type="checkbox"/>	Email careersupportservices@kingcounty.gov to inform them you applied for a position and are requesting Priority Placement Consideration
<input type="checkbox"/>	Department HR will contact you directly throughout the selection process

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<input type="checkbox"/>	Contact CSS for guidance throughout the process (if needed)
<input type="checkbox"/>	Contact CSS to request a review of the selection process (if needed)
<input type="checkbox"/>	

OPTIONS



<input type="checkbox"/>	Email CSS staff at careersupportservices@kingcounty.gov or call 206-477-3271 or 206-477-3294 for job search and interviewing 1-1 assistance
<input type="checkbox"/>	Sign up and attend various training classes
<input type="checkbox"/>	Use available internal or external resources
<input type="checkbox"/>	Create a LinkedIn profile and build your network connections
<input type="checkbox"/>	Sign up for job interest notifications for other government organizations of interest to you