



Things To Do If Laid Off:

1. Ask your supervisor and/or other senior employees for a letter of recommendation.
Offer to write it for them and bring it to them for signature.
2. Ask coworkers for leads. Get their permission to use their names when contacting their suggestions.
3. Brainstorm your accomplishments while at the company. Ask your supervisor for help.
 - a. What did I do?
 - b. How did it help the company?
4. Do you have contact with customers and/or suppliers. Make a list of as many names, addresses, and phone numbers as possible. Contact them and let them know you are looking for a new position.
5. If you are a full employee, ask about a severance package.
 - a. One or two weeks pay
 - b. One month's continuation of insurance programs
 - c. Etc.
6. When contacting leads given by coworkers and former customers or suppliers, never ask for a job, but rather ask for advice and/or leads. ("Have you heard of anyone who may be hiring?") If anyone asks for a resume, take it to them in person.