

A RESOURCE FOR **CORONAVIRUS ECONOMIC IMPACT**

# Your 14 Step Layoff Recovery Plan



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# Your 14 Step Layoff Recovery Plan

*Covid19 has led to many layoffs throughout the U.S. Being laid off is stressful regardless of the circumstances, but especially in a season marked by social distancing, isolation, “safer at home” orders, and economic uncertainty. But there is hope! You will have to make some adjustments, but your career isn’t over. You will get through this and land back on your feet. We hope this 14-step action plan will keep you moving forward as you navigate the first days of your layoff.*

# 1.

Pause to allow  
God to speak  
to you.

Take a deep breath. Immediately turn to the Lord. Tell Him exactly how you are feeling, lay out your fears and worries and surrender every aspect of the situation to Him. Sit and listen for His still small voice. What is He saying to you?

# 2.

## Consider the positives to help frame your perspective.

Because of Covid19 there's a recent increase in people working remotely, which may actually broaden your options without requiring you to relocate. Or, it may give you an opportunity to find online work. Also, current unemployment packages are better during the pandemic than those previously offered. The duration is longer (10.5 months) and for right now the government is offering a \$600/week cash stipend. Certain states are offering an additional amount as well.



**There's a recent increase in people working remotely, which may give you an opportunity to find online work.**

# 3.

Don't sign  
anything right  
away.

Do not put your signature on any paperwork you're given by upper management or HR until you've had time to read it carefully and think. It's probably harmless, but it could affect your next steps and job search.

# 4.

## Ask about any layoff benefits.

Some organizations provide benefits after layoffs, like severance, job placement, or job training. Even if you don't expect to use any of these resources, get all the information you can and start working on any appropriate steps.

# 5.

## Tell your family.

It can feel embarrassing to tell your friends and family you've lost your job, but keeping it secret can put unnecessary stress on everyone. Instead, tell them right away about the layoff and reassure them you are moving forward to what is next.



# 6.

## Do nothing for 24 hours.

When you're emotional about losing your job, you might be tempted to do or say something you'll regret. Even a comment as simple as "Yeah that place is such a mess" could make trouble for you. Take a full day to cool off.



There are likely several people at your company who would serve as a reference to help with your job search.

# 7.


## Ask for recommendations.

There are likely several people at your company who would serve as a reference to help with your job search. Ask anyone you think might help, especially if they're higher than you in the company hierarchy.

# 8.

## Organize your finances.

Plan your finances to get you through at least six months without going into debt. Cut out all discretionary spending (takeout meals, cable/streaming services, etc.). But don't forget to continue to save as much as possible and to continue to give of your time or resources as possible. If you need to remove money from a non-liquid account, start that process soon.

A man and a woman are sitting at a wooden table, looking at a large sheet of paper together. The man, on the left, has dark hair and a beard, and is wearing a grey polo shirt. The woman, on the right, has dark curly hair and is wearing an orange tank top. They are both looking intently at the paper. In the background, there is a chalkboard with the word 'Love' written on it. A white mug is on the table in the foreground.

**Plan your finances to get you  
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without going into debt.**

# 9.

## Evaluate your career.

A layoff could be a blessing. It's an opportunity to decide if you're happy with your career or if God may be leading you in a new direction. Talk to people you trust who can offer Godly advice, take an objective assessment, and identify what the perfect career path looks like to you.

# 10.

## Continue your education.

This is a great opportunity to consider other industries that might be growing and in greater need in the future and focus on one of them. You can reposition yourself by using this time to take online classes for other fields that are of interest to you.





**Stay positive and upbeat.**



# 11.

## Say goodbye to your colleagues.

At some point, take a few minutes to personally say farewell to your coworkers, supervisors, or anyone who had an impact on your career. Stay positive and upbeat. Let them know you aren't angry or upset. Ask them to refer you to any job opportunities or people who might help.

# 12.

## Create a layoff narrative.

You need an answer to explain why you were laid off that portrays you positively without disrespecting your previous employer. It might be as simple as “They moved my team overseas, but this actually came at a good time because...” Covid19 provides a very clear explanation that anyone should understand, but having a clear answer shows others you have control.

# 13.

## Update your resume.

Don't use your last resume with a new entry. Rewrite the whole document from scratch. Include your new skills and achievements. Focus on the ways you helped make your previous company better. Professional resume writers can help.

# 14.

## Put the word out.

Reach out to your network. Don't forget to include your church or small group so they can be praying for you during this season. Be completely honest that you lost your job, but you're aggressively seeking a new opportunity. Even if a colleague doesn't have hiring authority, letting them know you're looking enables them to keep their ears open.

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