

# Ohio's Rapid Response to Layoffs

When layoffs are unavoidable and a WARN notice has been received, the Ohio Department of Job and Family Services' Rapid Response (RR) team can assist employers and impacted workers.

## Employers planning layoffs should follow these simple steps:

1. Initial Contact. Your local designated RR representative will contact you and set up a time to meet with you and discuss available programs and resources.
  - We will gather information we need about your layoff and help us learn more about the workforce and what type of assistance is needed
2. Initial Meeting. Your RR representative will meet with you to gather more information about your organization's situation and plans you have made for your employees. They will discuss how we can best assist you and your employees.
  - Studies have shown that when employees and employers work together to receive our services, employees are able to move on to their next careers sooner.
3. Plan. Our RR team will survey your employees to identify demographics, skills, and services they may need. Many companies provide on-site space for early intervention services. You might think about the availability of a meeting room, computer access, and your communication strategy.
  - Ideally, a joint action plan will be developed with labor, management and service providers present.
  - The RR team will present the options for transitional services and you may decide how to proceed. The plan could include worker reemployment session, communication about services, scheduling various workshops, opening of a transition center or hosting a job fair.
4. Reemployment Session. After workers have been notified of the layoff, our RR team members will meet with them to outline the wide variety of programs and services available and answer their questions. This meeting will ideally be held during business hours, at a time convenient for most workers to attend.
5. Access to Services. Ideally, RR services are provided on-site and if not possible, then off-site, but nearby. Working with you, we will decide where best to provide these services for your employees. Assistance is available for workers and employers at OhioMeansJobs centers.

These services can include:

- Skills testing and assessment
- Resume and cover letter development
- Job search skills training or workshops
- Job placement assistance
- Training or retraining (vocational, technical, and on-the-job)
- Basic education (such as literacy, ESL training, GED, and remedial classes)