

RAPID RESPONSE

Layoff Transition Services



The Colorado Department of Labor and Employment and Colorado's network of local workforce centers collaborate to offer a wide range of services to assist you and your employees affected by layoffs.

The process of separation can be difficult and expensive. Outplacement services help minimize the cost and negative impact a separation can have on an organization. Information workshops, reverse job fairs, and answering important questions about layoffs, closures and downsizing are just a few of the customizable services that will make the transition easier for you and your employees.

Employer Benefits

- **Minimize Operational Impacts.** Offering outplacement services can reduce stress and maintain productivity through the transition.
- **Minimize the Impact to Insurance Premium Rates.** The shorter the duration of unemployment for your employees, the less of an impact there will be on your unemployment insurance premium rates.
- **Preserve Your Company's Reputation.** Effective response services can elevate your brand in the eyes of investors, customers, and remaining employees as well as future job candidates.
- **Our services are offered at no cost to you.**

"The services were not only prompt but also extremely thorough and educational for our employees affected by our recent layoff. The information and excellent service is extremely appreciated by the workers as well as the company."

[She] was phenomenal in taking on the heavy lifting to enable us the opportunity to bring in over 50 employers to speak to our employees that have been impacted by this acquisition. She was a true partner and I have been singing [their] praises to my peers in the Denver Metro area. This was truly a phenomenal service and resource for our employees, that I had no idea existed.



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Types of Services



Connecting Colorado Registration

Getting registered in the statewide Connecting Colorado system is the starting point to receive unemployment and other employment services through Colorado's network of workforce centers. For larger groups of 50 or more employees that are unskilled in the use of a computer, our team can provide group and one-on-one assistance registering in Connecting Colorado.

Unemployment Insurance Claims Filings

Your employees may be eligible for a temporary, partial wage replacement through a program called Unemployment Insurance. For groups of 50 or more employees that are challenged by the use of a computer, our team can provide group and one-on-one unemployment insurance benefits claim filing assistance on their last day of work at your location.

Language Interpretation

For employees that have English as a second language, we can provide language interpretation services to access any of our services free of charge. Let us know of your need in advance and we will work to accommodate the needs of your employees.

Disability Accommodation

All workforce center locations are equipped with assistive technology for a wide range of disabilities. For events at your location, let us know in advance your needs and we will work to accommodate the needs of your employees.

Scheduling and Next Steps:

To learn more about our services, please email RRTeam@state.co.us and let us know which services interest you. We will set up a planning session with you and design the best path forward for you and your employees. We can accommodate multiple shifts and layoff phases.

We look forward to working with you!

Karen N. Hoopes, M.S. GCDF

Rapid Response/WARN Act Statewide Coordinator
Employment and Training
Workforce Development Programs

Workshops

Layoff transition workshops provide an early connection with the information and resources needed to ensure a successful transition from layoff to re-employment. Workshop content can be tailored to meet your specific needs and demographic and may include an overview of career services available through the local workforce center, how to apply for unemployment insurance benefits, your healthcare options once employer sponsored coverage ends, and 401K decisions and how they impact your taxes and unemployment insurance benefits. Workshops are available in one and two hour formats, in both classroom and webinar formats. Workshops can be conducted at your location, at a third party location or online. We provide all materials including packets, sign in sheets, evaluation forms, branded table cloth and audio visual equipment.

Reverse Job Fairs

We analyze the skillsets of your employees and actively recruit businesses that have open positions where those skillsets are needed. When applicable, we organize an event at your location where displaced employees can meet potential employers who are hiring. You only need to provide the event space and we do the rest.

Information Booths

The nature of your business may require that employees stay near their desks or on the phone. In those cases where a one or two hour workshop may not be feasible, we can set up an information booth in a high traffic area of your choice such as a call center, break or lunch room, conference room or lobby. To lessen the impact on your operations, we can engage with employees during their normal work hours at their regularly scheduled breaks.

Information Packets

In some cases where a workshop or information booth is not practical, companies may opt to receive information packets to distribute with their layoff packets. The packets provided by Colorado Department of Labor include a "Layoff to Action Planner" assessment tool, information on workforce services, and information on how to apply for unemployment insurance housed in an attractive two pocket folder. Rapid Response packets are available at no cost to you. To order packets, email RRTeam@state.co.us and request the quantity and the address to which it is to be shipped.



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