

Post-Layoff Guide

Day of Notification

- Try to compile work-related data & metrics for your résumé *before* access is cut off.
- Retrieve performance reviews & work samples, if permissible.
- Say your goodbyes and exit professionally.
- Invite remaining coworkers, partners & stakeholders to connect on LinkedIn.
- Do NOT sign exit paperwork yet; ask for receipt & return details & timelines.
- Allow yourself to feel & process your emotions. (This steers you away from 'reaction mode').
- Remember: it's not your fault.

First Days After Separation

- Have an HR attorney review your exit paperwork (Upwork, Fiverr are options if no direct referrals). At minimum, use free AI tools like ChatGPT to summarize legal terms.
- Communicate with HR about questions or modified exit terms, even if chances are low.
- Design new daily unemployed routine (e.g. morning & afternoon job search sprints + breaks).
- File for unemployment ASAP (you can update details later).
- Exercise control by prioritizing self care. (Doing so will support your wellness after this uncontrollable event).

Week Following Separation

- If finances allow, take more time to reset & rest. Many find it enjoyable to spend this unique time with family, or on house projects, if their situation allows.
- Establish & follow your new daily routine. Adjust accordingly as you go.
- Define your job search plan: 'target' and 'acceptable' new roles, networking contacts & strategies, etc.
- Pace yourself. Job searching today is often a marathon, not a sprint. You don't want to burn out after the first lap.

Weeks-Months After Separation

- Keep following your routine, adjusting as needed.
- Balance job search sessions with rest. Increase job search intensity when fresh & focused; step back when feeling overwhelmed. Listen to your body and mind.
- In today's market, spend 20% of your time applying cold (with LinkedIn follow-ups to supplement every application); and 80% networking strategically.
- Seek out community & solidarity with others in transition. In-person or virtual coffee catch-ups.
- Seek additional resources if needed.