



Tips to prepare for layoff & job search

- 1) Gather co-worker and supervisor contact information; important company information, etc before you leave the workplace to use for references and networking. This includes phone & email. Connect on LinkedIn. Form a networking group to keep in touch.
- 2) Other documents to request from employer (particularly important if company is closing/relocating):
 - a. Reference letters
 - b. Training records
 - c. Copies of performance reviews
 - d. Copy of job descriptions
- 3) Documents to get organized:
 - a. Picture ID
 - b. Proof of social security number – Social Security Card or printout from the Social Security Administration. To find your closest office, go to www.socialsecurity.gov/locator
 - c. Authorization to work in the US
 - i. US Birth certificate
 - ii. Current US passport
 - iii. Foreign Passport stamped eligible to work
 - iv. Green card
 - v. Resident Alien Certificate
 - d. Proof of layoff
 - i. Layoff notice from company
 - ii. Unemployment Insurance letter and documentation
 - e. Veteran (to get priority services)
 - i. DD214 or other documentation showing you are a veteran
 - f. Documentation of education/training
 - i. Copies of degree, certificates or credentials
 - ii. Transcripts
- 4) Purchase a portfolio or binder with plastic sleeves to keep information organized and in an easy to find place.
- 5) Make sure to read every notice, whether through mail or email from the Illinois Department of Employment Security regarding UI benefits. Pay attention to wording. Eligibility period does not mean that you will receive benefits for an extended amount of time. The current period is 26 weeks.

For more information and assistance feel free to contact our offices:

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