



Resources for When You've Been Laid Off

1. Take time to process the change, grieve, and prepare to tell friends and family.

- Call Invest EAP. Remember you are covered for 90 days after leaving your job.
- ★ • [Check out this resiliency toolkit](#). You can do as little or as much as you want each day.
- Don't rush to apply to any job; take a day or two to breathe and strategize.

2. Continue your relationship with your (recent/past) employer:

- Ask your employer if you qualify for other internal job openings.
- Ask your employer and the Human Resources department if you qualify for unemployment.
- Ask your employer what happens with your health insurance.
- Ask your employer if they will write you a reference.

3. Assess your finances

- Invest EAP can help connect you to an attorney and financial planner for free.

4. Determine if you qualify for State Employment Resources:

- State Department of Labor: **Unemployment benefits, resume support and job placement**
 - i. VERMONT: <https://labor.vermont.gov/> , NEW HAMPSHIRE: www.nh.gov/labor/
- State Division of Aging and Independent Living: **Resume and job placement support for the elderly and people with disabilities**
 - i. VERMONT: <https://dail.vermont.gov/>
 - ii. NEW HAMPSHIRE: <https://www.nhcarepath.dhhs.nh.gov/elderly-adults/index.htm>

★ IN VERMONT: HOW DO I ESTABLISH MY UNEMPLOYMENT CLAIM?

- *Establishing an initial Unemployment Insurance Claim - 1-877-214-3330*
 - The Full-Service Unemployment Insurance Claims Center can be reached at **1-877-214-3330**.
 - The Department of Labor has an [entire step-by-step website here](#).
- *Existing UI Claimants: Claimant Assistance Line - 1-877-214-3332 or visit the DOL [resource library here](#).*

★ IN VERMONT: WHAT ABOUT HEALTH INSURANCE?

- Ask your human resources department about [COBRA](#)
- Visit [Vermont Health Connect](#) to learn more or apply.

5. Prepare to apply for jobs

- Talk to a career counselor (this may be fee-based)
 - Invest EAP can help you connect to one
- Line up 3 references (contacts who can speak to your work)
- Update your resume
 - There are free templates in Word
 - Examples can be found online
 - Ask someone in your network who might be handy with this
- **Surround yourself with positivity** and maintain good boundaries with loved ones
- Tap your connections
 - Talk to friends and family who like their jobs. See who is hiring.
 - Join LinkedIn to network and find jobs
 - Check on social media outlets to see who is hiring
 - Consider networking events through your local Chamber of Commerce
- Contact local Temp Agencies
- **Reframe your layoff and settle on a short and upbeat explanation for interviews.**
“My former company went through extensive downsizing due to the global pandemic, and I’m using this as an opportunity for a more mindful career path.”
 - ☆ -Contact EAP for support with this

COVID 19-specific job help: exclusive tips (aside from Indeed.com and the classified ads)



1. Two forms have been created to help individuals navigate these uncertain employment waters. For job seekers, the new **job search form by the Chamber of Commerce** lets you upload your resume and desired employment information. That information is then passed off to HR professionals and recruiters. For employers, the **job openings form** lets you upload information on your current open positions. That information is then uploaded to our job board.
2. **Vermont Department of Public Service Announces Public Internet Hotspot Maps** ([link](#))
Broadband Internet access is an important resource for job seekers but may not be readily available to all residents. The Public Service Department has prepared a map of public buildings in Vermont where WiFi with access to the internet is publicly available. **These sites are accessible at all hours from a parked vehicle on the road or parking lot.**
3. **GMT to offer free bus service, alter routes** ([link](#))
Due to the rapidly changing COVID-19 pandemic, the Burlington area public bus system, GMT, is offering the following updates to its passengers.