



AFTER A LAYOFF

A How-to Guide Worksheet

Follow these 5 steps to apply for unemployment benefits, learn about special resources available after a layoff, and plan your job search.

In these steps you will:

- ✓ **Apply for unemployment benefits**
- ✓ **Connect with your local American Job Center**
- ✓ **Find local resources**
- ✓ **Create a job search plan**
- ✓ **Stay on track**

STEP 1. APPLY FOR UNEMPLOYMENT BENEFITS

Find out if you may be eligible and apply for [Unemployment Benefits](#).

Unemployment Insurance is a benefit program that provides income/money to people who have lost their job. To qualify, you must have been laid off from your job. People who quit their job or were fired for cause are not eligible.

Each state makes their own rules for their unemployment benefits program. The first step is to find out if you may be eligible, then apply for unemployment benefits.

- A.** Visit [Unemployment Benefits Finder](#) ([CareerOneStop.org/LocalHelp/UnemploymentBenefits/find-unemployment-benefits.aspx](https://www.careeronestop.org/LocalHelp/UnemploymentBenefits/find-unemployment-benefits.aspx)) to look up your state's Unemployment Insurance (UI) program information and eligibility requirements. If you qualify, you can apply online.
- B.** To apply, you will need the start and end dates of your last job, and the address of your former employer.
- Use the chart below to help identify and track your unemployment benefit information.
- C.** If you are disqualified or denied benefits, your state will have a process for filing an appeal.

My Unemployment Benefit Information

Name & address of your last employer: _____

Start & end dates of your last job: _____

State UI program general phone: _____

Date you applied for benefits: _____



STEP 2. CONNECT WITH YOUR LOCAL AMERICAN JOB CENTER

Connect with an [American Job Center](#) near you for job search help and reemployment training funds.

AJCs are free resources that help people search for jobs, find training, and answer employment related questions. There are nearly 2,400 AJCs nationwide, located in communities in every state.

Most AJCs offer workshops on job search topics, free computer and printer access, and connections to other community services. They also offer special resources for laid-off workers, veterans, youth, and others. When you contact an AJC, ask if you might be eligible for programs such as the dislocated worker program or funds for short-term training.

- A. Use the [American Job Center Finder](#) ([CareerOneStop.org/LocalHelp/AmericanJobCenters/find-american-job-centers.aspx](https://www.careeronestop.org/LocalHelp/AmericanJobCenters/find-american-job-centers.aspx)) to find your closest centers, and contact or visit one or more to learn about services.
- B. Discuss your eligibility for reemployment services and training with an employment program staff person at the AJC.
- C. Register for program services if you qualify.

My American Job Center Information

Location & phone of nearest AJC: _____

Name & phone of AJC counselor (optional): _____

STEP 3. FIND LOCAL RESOURCES

Find [local resources](#) for financial help and other assistance.

Being unemployed can be stressful, but there are a lot of sources of financial and personal support available.

You may be eligible for assistance from one or more programs while you are unemployed, including: health insurance, rental assistance and mortgage help, food support, cash assistance, help with energy and internet bills, financial counseling, free help with tax filing, and free counseling services to help cope with stress.

- A. Visit [State Resource Finder](#) ([CareerOneStop.org/Toolkit/StateAndLocal/ind-state-resources.aspx](https://www.careeronestop.org/Toolkit/StateAndLocal/ind-state-resources.aspx)) to explore benefits you may be eligible for.
- B. Check out 211.org to research other programs in your area that may fit your circumstances. Check out the resources on [USA.gov](https://www.usa.gov) to learn which government benefits you may be eligible for.
- C. Contact the programs you've identified and apply for benefits and other support.



My Local Resource Information

List employment, social services, and government information applicable to follow up.

STEP 4. CREATE A JOB SEARCH PLAN

Set up a job search plan to guide your daily activities.

Once you've applied for unemployment and other benefits, you're ready to focus on your job search. A job search plan will guide your daily activities, help you stay motivated, and point you in the right direction to get your next job.

If you are considering a career change, now may be the time to explore your options. Try using one of our other How-to Guides:

- [Find career ideas](#) takes you through career assessments and basic research to generate new options
- [Switch careers](#) will help you build a career change based on current skills and experience

If you're ready to search for jobs:

- Visit [Create a Job Search Plan](https://CareerOneStop.org/JobSearch/Plan/create-a-job-search.aspx) (CareerOneStop.org/JobSearch/Plan/create-a-job-search.aspx) to find a list of job search activities.
 - See 'My Job Search Plan' template below.
- Create your own detailed job search plan, adding daily activities, a schedule, and deadlines to complete tasks.
- If you'd like more ideas or feedback on your plan, ask an AJC staff member or other employment professional to review it.

My Job Search Plan

Task	SMART goal (<i>specific, measureable, attainable, relevant, timely</i>)	Deadline	Date completed
Connect with an AJC	Find closest AJC, ask to meet with employment counselor, find out if I'm eligible for training programs		
1 _____	_____	_____	_____
2 _____	_____	_____	_____
3 _____	_____	_____	_____
4 _____	_____	_____	_____



STEP 5. STAY ON TRACK

Stay on track with your job search and reporting for unemployment benefits.

Job search can be discouraging and take longer than you plan for, so it's important to look for ways to stay on track to get your next job. Consider meeting regularly with a job search partner or joining a job club at an AJC to network, get regular check-ins, support, and job leads.

It's also important to remember to stay on track with any unemployment program requirements. Often you need to document your activities and may need to schedule check-ins.

- A. Join a job club to network, get regular check-ins, support, and job leads. Contact [nearby AJCs](#) for job club information.
- B. Revisit your state's [UI website](#) to confirm program requirements, document your activities correctly, and follow up on any required calls and in-person visits.

**Congratulations! You've taken the steps to manage your job loss
and move toward new employment.**

Next steps

Ready to search for jobs but want more details on the steps? Check out our [How-to Guide: Find a job now](#) ([CareerOneStop.org/HowTo/FindAJobNow/find-a-job-now.aspx](#))

Want to focus on writing your resume? Check out the [Resume Guide](#) ([CareerOneStop.org/JobSearch/Resumes/ResumeGuide/introduction.aspx](#)) for step-by-step information.

Need to sharpen your interview skills? Explore topics in [Interview and negotiate](#) ([CareerOneStop.org/JobSearch/Interview/interview-and-negotiate.aspx](#)).

Contact us

If you have any questions about CareerOneStop.org or would like further information, email us at:
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