

Resources for people in job search:

1. File for unemployment..... 1
2. Work with your local Workforce Center: 2
3. Sign up with out placing service : 2
4. Dealing with job loss 3
5. Job search/resume posting websites: 3
6. How to save money: 4
7. Books and other resources 4
8. Things you can do before you get laid-off: 5

Disclaimer: I am not an expert on job search or out placing. I just summarized some of my own personal experience. Do your own research and talk to the experts. Feel free to E-mail me with any questions, Tanja, TBeshear@ForteD.com

ASQ members:

www.ASQ.org has an active job board. You can browse open jobs and post your resume.
<http://www.asq.org/career/>

If your membership comes due while you are unemployed, the ASQ might pay for it. Call 1-800-248-1946 to see if you qualify.

You might want to use your time in between jobs to study for one of the ASQ certifications. Check the ASQ website <http://www.asq.org/training-and-certification.html> to see which one might interest you. Contact your local ASQ section if you would like help, tips or advice for preparing for the exam.

Take advantage of networking opportunities with ASQ and other professional organizations: attend meetings; become active;

Here are the links to the local ASQ groups:

<http://www.asq1313.org>
www.asqdenver.org

LinkedIn: www.linkedin.com; Groups: "American Society of Quality" (watch out, there are 2 groups); if you are in there, go to tab "Subgroups", click on "American Society of Quality (ASQ) Section 1313 Boulder;

http://www.linkedin.com/groups?home=&gid=2385177&trk=anet Ug_hm

1. File for unemployment

In almost all cases it is wise to file for unemployment ASAP after you got laid off. Do not wait until severance runs out, vacation pay is up or anything else. The day you got laid off, you file for unemployment (or as quickly as you can soon after). UI will make the decision when and what to pay, but you need to get on file with them ASAP.

Info from the Government:

<http://www.govspot.com/ask/unemployment.htm>

Links to Colorado websites:

The main website is: <http://www.coworkforce.com/>

You can file for unemployment through the website, or by calling the phone number posted on the web site. However it often takes a very long time on hold to get through the phone number. Your best bet is to file online.

After you file for unemployment, register with your local workforce center (see below). I highly recommend going there and meet with a councilor, to make sure everything is set up correctly.

2. Work with your local Workforce Center:

You do not have to be unemployed to use the following services; they are free for all job seekers in Colorado:

Register at Connecting Colorado to search for local jobs, get salary info on posted jobs and to upload your resume

<http://www.connectingcolorado.com/>

Find your closest workforce center at

<http://www.coworkforce.com/emp/WFCs.asp>

At a workforce center you can use computers, printers, faxes, copy machines, phones for all activities related to job search. They often have training seminars, resume help and other free resources.

I like the Boulder Workforce Center and used to go there for job search and application submissions. You can bring your resume and other info on a USB stick which you can plug into the computers at the center. I also bring my own "good" resume paper to print applications, resumes and cover letters.

The Boulder workforce center has an excellent interviewing workshop "What is your interviewing IQ" facilitated by Judy Willis. It runs 4 mornings from 9 to 12:30, and is 100% worth it.

In addition check out.

<http://www.careeronestop.com/>

3. Sign up with an outplacing service:

Check your severance package for access to an out placing service. If yes, take advantage of it. If not, ask for it. For example ask for 2 months of service at Lee Hecht Harrison or another local outplacing service. The job market is so competitive right now that you can use any help you can get.

<http://www.employmentspot.com/employment-articles/what-to-expect-from-outplacement-services/>

4. Dealing with job loss

Being laid-off can be devastating. Feelings like disappointment, anger, sadness, shame, feeling worthless, asking yourself what you did wrong, are all typical after being laid-off. You might feel overwhelmed by all the things you have to take care off. You might be worried about finances and an uncertain future. You got to take good care of yourself. Take advantage of any mental health benefits (employee assistance program) you have, either through your own insurance, or through your spouses. Most insurance offer 24h call lines with experienced councilors to talk to.

There is also low cost counseling available through Boulder County.

- Access Counseling in Boulder and Longmont offer low cost services. Phone 303-449-7898, 1534 55th Street, Boulder 80303; <http://www.accessboulder.org>.
- You can also reach the Mental Health Center at 303-413-6263, www.mhcbbc.org, a non-profit serving Boulder and Broomfield Counties. If you are experiencing a mental health crisis, please call 303-447-1665, 24 hours/7 days per week.

Team up with other friends, co-workers, neighbors,... who got laid-off. It's good to know that you are not alone out there. It's OK to vent and tell your lay-off story to the team-members, they will actually listen. There are also lots of resources and you can get good info from other people in job search.

<http://www.workplacefairness.org/coping?agree=yes>

<http://www.workplacefairness.org/getting-fired>

5. Job search/resume posting websites:

My personal favorite:

www.careerbuilder.com

great for posting your resume, searching for jobs and has lots of resources for people in job search.

www.salary.com

has lots of career and job search tips.

Liz Ryan's Front Range Career Forum: has a LinkedIn group, as well as a Yahoo group:

<http://www.linkedin.com/groups?about=&gid=2045345&trk=anet ug grppro>

<http://groups.yahoo.com/group/frontrangecareerforum/>

Here is a more complete list of job sites, check it out and stick with a few you like.

<http://www.MONSTER.COM>

<http://www.CAREERBUILDER.COM>

<http://www.JOBS.COM>

<http://www.JOBSTER.COM>

<http://www.INDEED.COM>

<http://www.SIMPLYHIRED.COM>

<http://hotjobs.yahoo.com/>

<http://www.LINKEDIN.com>

<http://www.DICE.COM>

<http://www.CYBERCODERS.com>

<http://www.AEROTEK.COM>

<http://www.adecco.com>

<http://www.oxfordcorp.com>
<http://judge.com>
<http://www.eliassen.com>
<http://www.mrinetwork.com>
<http://cdicorp.com>
<http://www.roberthalftechnology.com>
<http://www.sapphire.com>
<http://www.modis.com>
<http://www.matrixresources.com>
<http://www.kellyit.com>
<http://www.volt.com>

From FORTUNE magazine, an interesting interactive article...

<http://money.cnn.com/magazines/fortune/storysupplement/flvp/index.htm>

6. How to save money:

There are lots of good resources on the internet on how to cut expenses and how to live on a tight budget, here are just a few:

<http://www.layoffsurvivalguide.com/laid-off.html>

<http://www.milehighonthecheap.com/>

<http://bestcoloradodeals.com/>

<http://www.thesimpledollar.com/2008/02/06/little-steps-100-great-tips-for-saving-money-for-those-just-getting-started/>

use your local public library, everything there is for free.

- books on job search, resume writing, cover letters, interviewing,...
- books on career management, leadership, books on general business topics;
- Money management, financial health; music CDs, DVDs, cookbooks, health, parenting, stress management and anything else.
- If you would like a book or DVD that your library does not have, they can probably get it for you through the library network system. Ask at the information desk.

Health Insurance options for children:

Check out CCHP for health insurance for your kids. Does not cost anything to enroll. No premium, no co-insurance, no deductible. If your child is enrolled, he or she is automatically enrolled for one year. Even if you find a job or get some additional income (contracting, side jobs) it does not affect the coverage of your kid.

Your child's school nurse may be able to help with the application and stamp it officially for you. Call your school nurse or library and ask for help with CCHP plus.

<http://chpplus.org/> or call 1-800-359-1991

7. Books and other resources

Go to your local library, they have tons of books on job search, interviewing, resume writing, for free. They might have job search groups and other resources at your local library. Check it out.

- "What color is your parachute? 2009", (Richard Nelson Bolles), the Bible of job hunting.
- "The Edge; Resume and Job Search Strategy"; (Corbin, Wright)

- "Great Answers! Great Questions! For Your Job Interview"; (Block, Betrus), in my opinion the best book for interview prepping.
- "Make your contacts count"; (Anne Baber & Lynne Waymon); great book on networking.
- "FYI: For Your Improvement, A Guide for Development and Coaching"; (Michael Lombardo, Robert Eichinger); career skill development per Lominger competencies.
- StrengthsFinder

<http://career-advice.monster.com/>
<http://www.biospace.com/resources.aspx>

<http://www.resume-resource.com/>

Here a link to a collection of helpful websites:
<http://mashable.com/2009/02/19/laid-off-sites/>

8. Things you can do before you get laid-off:

If you are worried about getting laid-off, just getting educated and prepared will ease your jitters. You can prepare yourself with items 2,5,6,7,8 and 9. Update your resume, post it online, get in contact with a few good recruiters, and update your references. Get some books on resume writing, interviewing and the job hunt in general. Get your contacts and networks in order and updated, you might want to set-up an account on LinkedIn.com. In the hunt for a good job, networking is everything. You might want to take advantage of employer offered training and tuition allowances. You might want to sign up for a membership in an appropriate professional association like IEEE, ASQ and the like.

Get your finances in order. Make a budget so you know how much you need to stay afloat. If you want to re-finance, do it now. Without a paycheck there is not much you can do financially. Nobody will extend credit in any form, refinance, car loan, nothing goes without a pay-check. You might want to take out a home equity line of credit while you have a pay-check. I am not a financial expert, so talk to your financial advisor. Your local library and other organizations might have seminars and talks on managing finances in tough times.

Take advantage of health benefits: get a check-up, vision and dental appointment if necessary, for you and your dependants. Take care of health screenings you have avoided. Use up your flexible spending account.

That's all I got, good luck, stay in touch, Tanja TBeshear@ForteD.com;