

## Layoff Assistance



Explore  
Careers

Training &  
Credentials

Qualify for  
Jobs

Job Openings  
& Recruiting

Network &  
Connect

Layoff  
Assistance

Updates &  
Help

This menu accounts for the general resources and tools that cover layoff assistance for business and individuals.

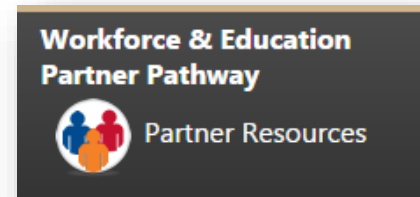
The items included are:

- Company Layoff Search
- Layoff Recovery Step Guide
- Rapid Response Layoff Reporting & Services
- WARN Layoff Reporting & Service
- TRADE Layoff & Reporting Services
- Layoff Assistance Videos
- Layoff Assistance Resources

Direct both individuals or businesses here to find basic information about available resources.

## Workforce and Education Partner Resources

Once you access the Partner Resources in the Footer of Illinois workNet, you will see the Program Guide for Illinois workNet associated programs.



## Program Guides for Partners

Select Layoff Assistance to access the guide.

Within the guide you will see:

- Layoff Recovery Updates
- Getting Started
- Instructional Guides
- Links to Tools
- FAQ, Archived Training, and Resources



Find the resources you need as a workforce or education partner to help both individuals and employers. If you have been given access to Layoff Recovery Tools, upon log-in you can access:

- Business Layoffs and Closings
- Partner Dashboard
- Reporting Dashboard

Access the *Steps and Resources for Using Your Layoff Recovery Tools and Resources* here:

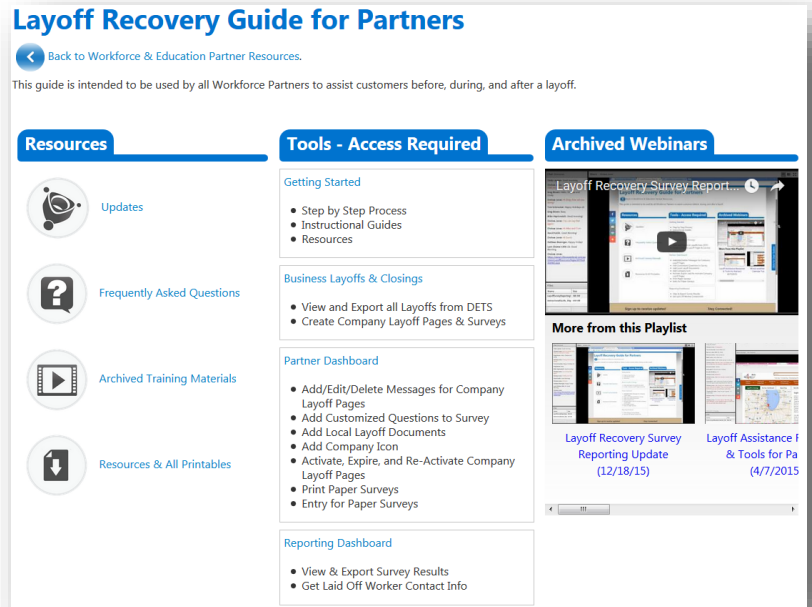
<https://www2.illinoisworknet.com/partners/LayoffRecovery/Pages/WPPGetStarted.aspx>

Find downloadable files with step-by-step directions for each of the following menu items.



Instructional Guide [http://www2.illinoisworknet.com/DownloadPrint/InstructionalGuide\\_LayoffsandClosings.pdf](http://www2.illinoisworknet.com/DownloadPrint/InstructionalGuide_LayoffsandClosings.pdf)

In the Layoff & Closings section, find the company name, city, LWIA, number of individuals affected, NAICS code, and if a Layoff page has been created. Click on the company name to view the information entered into DETS about the company.



Layoff Date	Company Name	City	LWDA	Total Affected	NAICS	Survey/Layoff Page
8/20/2008	S. Barrington		91	130	6411	Create
10/22/2009	Northbrook		91	6	6411	Create
3/30/2012	Hoffman Estates		91	12	4813	Create
6/30/2013	Des Plaines		91	262	3391	Create

<b>Layoff &amp; Closings</b>	<b>Partner Dashboard</b>	<b>Reporting</b>	<b>Monthly Report</b>
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Instructional Guide [http://www2.illinoisworknet.com/DownloadPrint/InstructionalGuide\\_PartnerDashboard.pdf](http://www2.illinoisworknet.com/DownloadPrint/InstructionalGuide_PartnerDashboard.pdf)

In the Partner Dashboard Section, find the company layoff page you created. Activate the page when ready to launch, expire the page if activities are complete, or re-activate the page if the layoff activities extend beyond the 6 month initial time frame.

You will see the following:

1. Company Name
2. Survey ID
3. City
4. Local Workforce Innovation Area
5. Status
6. Action to Take
7. Additional actions including: adding/editing message, adding questions to the survey, adding documents to the layoff packet, batch entry, and editing messages to the individuals on the company layoff page.

Company Name	Survey ID	City	LWDA	Status	Start	End	Action	Additional Actions
[Redacted]	[Redacted]	Franklin Park	7	Activated	01/21/2016		Expire Page	<a href="#">Add/Edit Messages</a> <a href="#">Add Questions</a> <a href="#">Add Docs/Icon</a> <a href="#">Batch Entry</a>
[Redacted]	[Redacted]	Chicago	7	Activated	02/04/2016		Expire Page	<a href="#">Add/Edit Messages</a> <a href="#">Add Questions</a> <a href="#">Add Docs/Icon</a> <a href="#">Batch Entry</a>
[Redacted]	[Redacted]	Chicago	7	Expired	05/18/2014		Re-Activate Page	<a href="#">Add/Edit Messages</a> <a href="#">Add Questions</a> <a href="#">Add Docs/Icon</a> <a href="#">Batch Entry</a>
[Redacted]	[Redacted]	Oglesby	4	Expired	11/19/2014		Re-Activate Page	<a href="#">Add/Edit Messages</a> <a href="#">Add Questions</a> <a href="#">Add Docs/Icon</a> <a href="#">Batch Entry</a>
[Redacted]	[Redacted]	Statewide	7	Activated	12/30/2015		Expire Page	<a href="#">Add/Edit Messages</a> <a href="#">Add Questions</a> <a href="#">Add Docs/Icon</a> <a href="#">Batch Entry</a>
[Redacted]	[Redacted]	Fairfield	26	Activated	12/02/2015		Expire Page	<a href="#">Add/Edit Messages</a> <a href="#">Add Questions</a> <a href="#">Add Docs/Icon</a> <a href="#">Batch Entry</a>



Instructional Guide [http://www2.illinoisworknet.com/DownloadPrint/InstructionalGuide\\_ReportingDasboard.pdf](http://www2.illinoisworknet.com/DownloadPrint/InstructionalGuide_ReportingDasboard.pdf)

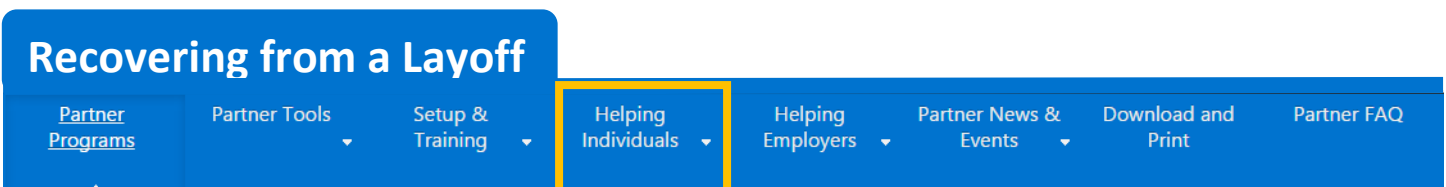
The reporting menu provides options to view results of the survey by local workforce area or by company survey.



View the results in a graph format, answer details that can be exported to an Excel spreadsheet, and/or view notifications from individuals who have requested more information.



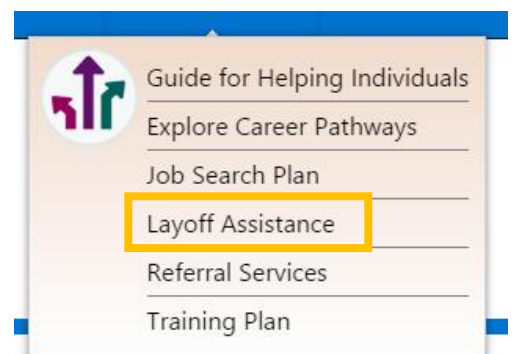
Monthly reports provides the details on the number of surveys submitted, along with the dates associated with the layoff, company activation, or expiration.



Find this section in the Helping Individuals menu of the Partner Resources menu.

Items included are:

- Flyers and Print Materials in the Layoff Recovery Guide.
- Recommended approach steps.
- Additional resources available on Illinois workNet.



successful. Illinois workNet has tools to help custom