

## Layoffs

Any job layoff can have a company specific layoff page on Illinois workNet. Commerce and LWIA staff have access to create these pages at any time. The Illinois workNet team will provide a monthly update to include a table showing all layoffs, if they have a company specific page along with its start and expire dates, and how many surveys have been submitted.

## WARN Follow-Up Procedure

As WARN notice lists are provided by Commerce, follow this procedure:

1. **For event notices indicating a layoff of 25 or more workers**, Commerce Rapid Response Specialists will determine if a company specific page is necessary and if the page should be a state-level company specific layoff page they will maintain or a LWIA company specific page they LWIA will maintain. They will also coordinate use of the online survey for the layoff.
  - a. The Illinois workNet (IwN) Team (Chelsea or a project assistant) will follow-up with Commerce Rapid Response Specialists if a company layoff page has not been created for layoff's effecting 25+ employees within 5 business days of the WARN notice. If pages aren't setup, IwN team will send reminders to the Commerce staff until receiving confirmation that a company specific page is not needed.
  - b. Commerce Rapid Response Specialists will handle contacting and coordinating setup of all company specific layoff pages with the LWIAs. This includes Commerce staff sending emails and/or calling LWIA staff.
  - c. IwN team will host webinars as requested by Commerce or LWIAs to review creating the pages and issuing the survey.
2. **For event notices indicating a layoff of less than 25 workers**, Local Workforce Investment Areas (LWIAs) will be responsible for determining if a company specific page is necessary. They will be responsible for creation and maintenance of any page(s) created.

Commerce Rapid Response Specialists and LWIA Rapid Response Contacts can download and print [Instructional Guides](#) for creating and maintaining company specific layoff pages. If you do not have access to the Layoff Recovery tools to create and maintain company specific layoff pages email [info@illinoisworknet.com](mailto:info@illinoisworknet.com) to request access.

## Company Specific Layoff Pages

The Illinois workNet system provides a template that pre-fills with standard information and allows for local content.

1. Message Board – Add company specific layoff information, such as workshop dates, contact information, etc.
2. Dislocated Worker Survey – Add up to 3 customized questions for each layoff.
3. Layoff Packet – Add local documents used in workshops.
4. Optimal Resume – Tool for account holders to create resumes, portfolios, cover letters, and more.
5. Social Media Widget – News, Illinois Virtual Job Club, Facebook, and Twitter.
6. Service Locations – Map and listing of local WIA locations.
7. Video Guide – Video playlist to inform laid off workers of short-term recovery benefits.
8. Events Calendar – Listing of all events added to Illinois workNet.