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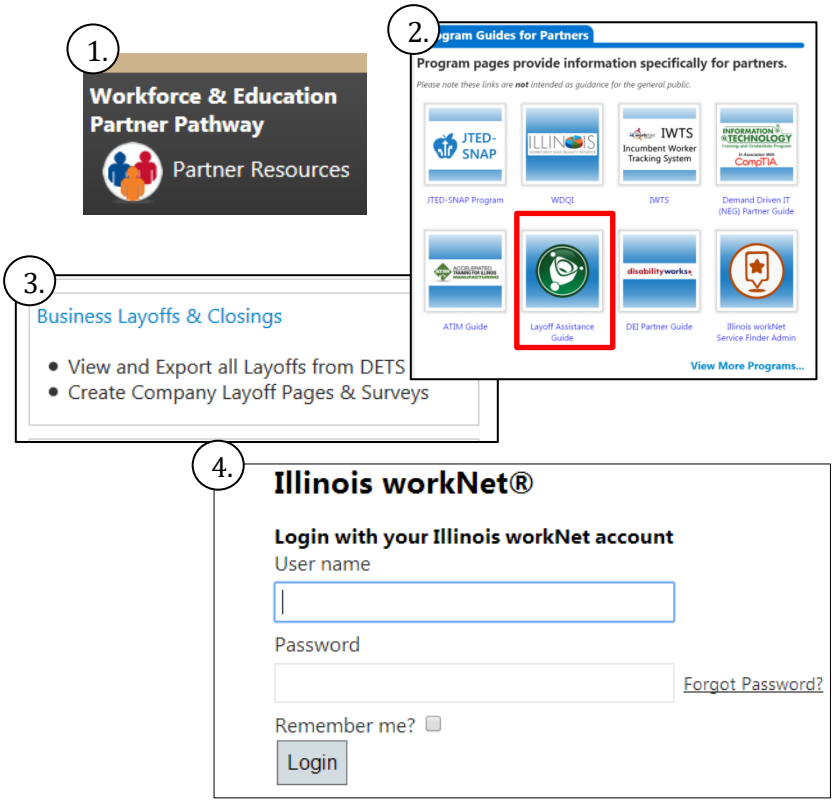
Introduction

The Business Layoffs & Closings Dashboard is where you will create your company specific layoff page and dislocated worker survey, export layoff information to Excel, or see info for specific companies.

Only DCEO Rapid Response Specialists and identified LWIA staff have access to Business Layoffs & Closings. To request access, email info@illinoisworknet.com and your request will be sent on for review.

Access the Business Layoffs & Closings Dashboard

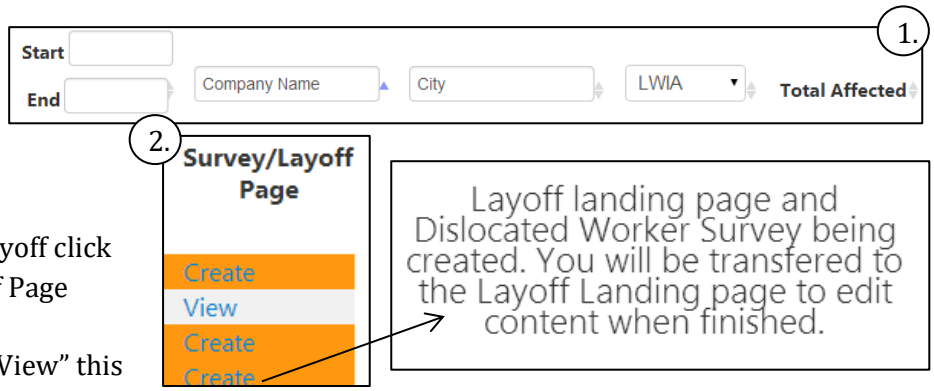
1. Click the "Partner Resources" link from the footer of any Illinois workNet page.
2. Scroll down the page to the "Programs" area and select "Layoff Recovery.
    a. Note – the order of programs can/will change as programs change.
3. Click "Business Layoffs & Closings" to sign-in (if you're not signed in already).
4. Log-in with your Illinois workNet Workforce & Education account.



Create a Company Specific Layoff Page and Dislocated Worker Survey

How: One-click process to create both via the business layoffs and closings area.

1. Locate your layoff by searching/filtering by:
    a. Date
    b. Company Name
    c. City
    d. LWIA
    e. Total # Affected
2. Once you've located your layoff click Create in the Survey/Layoff Page column.
    a. If the column says "View" this layoff page has already been created. Go to your Partner Dashboard to manage the page.

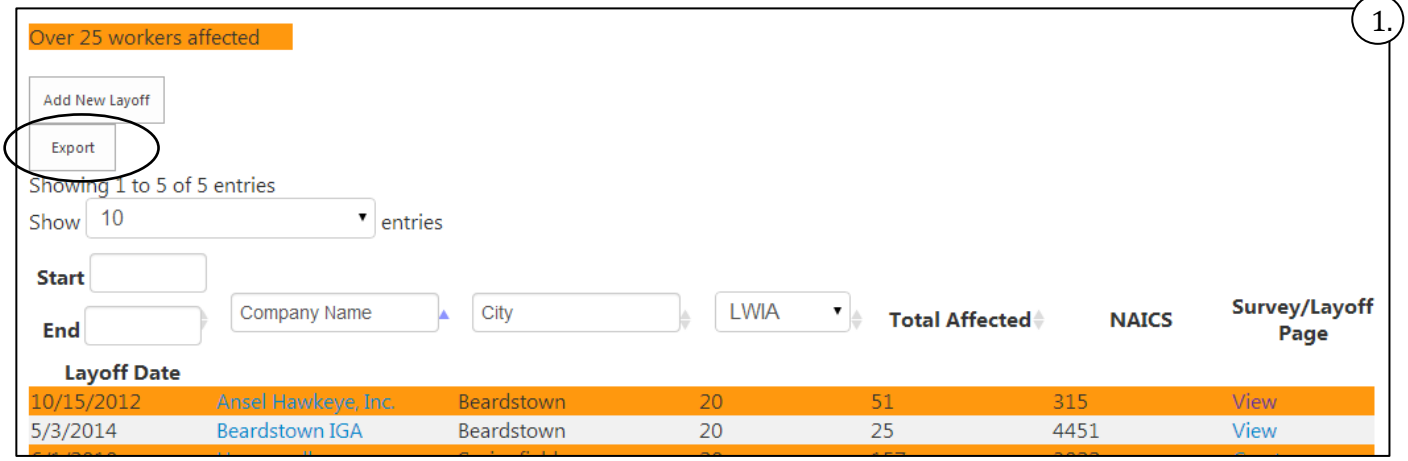


Activate Your Company Specific Layoff Page

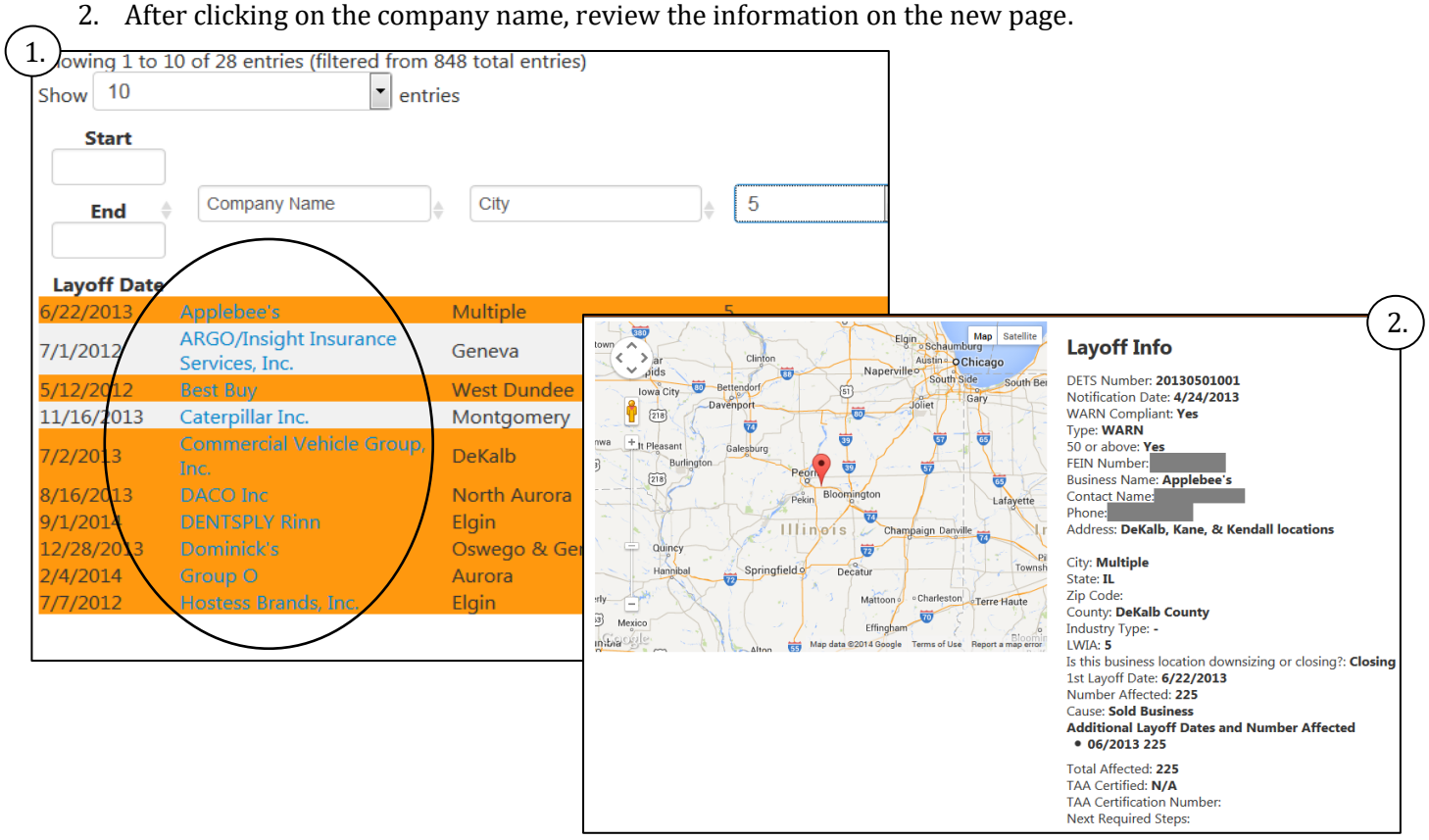
After you complete these steps your page will need to be customized and then activated to be live for the public to view. You only have to activate your page once, from then on, whenever you make updates to your page they will automatically display. For instructions on customizing and activating your page view the Partner Dashboard Instructional Guide.

Export Business Layoffs & Closings to Excel

1. Click "Export" from the Business Layoffs & Closings page.
2. Manipulate the data as you need
   a. Filter, sort, etc.
3. Save to your computer for your use.



View the Company Specific Information for Each Layoff

How: Click on the company name via the Business Layoffs & Closings page.

1. Locate the layoff you're looking for and click on the company name (column 2).
2. After clicking on the company name, review the information on the new page.