



Layoff Aversion

Company Meeting Note-taking Tool

This tool is designed to allow you to ask the right questions of companies when you meet with them.

**Employment & Training
Administration
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“Big-Picture” Questions

Question

- Is there anything your company needs that would allow you to stop the layoff or lessen the impact?

Answer(s)

Possible Solution(s)

Question

- Have you experienced a downturn in business due to competition from imports or are you shifting production to a foreign country?

Answer(s)

Possible Solution(s)

Question

- What other companies will be affected by the layoffs or the closing of the company?

Answer(s)

Possible Solution(s)

Question

- Are the planned layoffs expected to be temporary or permanent?

Answer(s)

Possible Solution(s)

Question

- What is the anticipated date of the layoffs or closure?

Answer(s)

Possible Solution(s)

Question

- Have you contacted or worked with any other organizations in an effort to avert a layoff?

Answer(s)

Possible Solution(s)

Question

- Do you need assistance finding resources, programs, or services to help with your particular business needs?

Answer(s)

Possible Solution(s)

Question

Answer(s)

Possible Solution(s)

Question

Answer(s)

Possible Solution(s)

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Answer(s)

Possible Solution(s)

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Answer(s)

Possible Solution(s)

Question

Answer(s)

Possible Solution(s)

Layoff-Specific Questions

Question

- Have the employees been notified of the layoff? Is this public knowledge? If not when will it be made public?

Answer(s)

Possible Solution(s)

Question

- Do you have other facilities in the state that are affected at the same time or in the future?

Answer(s)

Possible Solution(s)

Question

- Would you be amenable to allowing us to hold a job fair for the affected employees in order to help them locate new work?

Answer(s)

Possible Solution(s)

Question

Answer(s)

Possible Solution(s)

Question

Answer(s)

Possible Solution(s)

Question

Answer(s)

Possible Solution(s)

Demographic Questions

Question

- How many workers may be affected?

Answer(s)

Possible Solution(s)

Question

- Would you be amenable to allowing us to hold a job fair for the affected employees in order to help them locate new work?

Answer(s)

Possible Solution(s)

Question

- What are the job classes, titles, or competencies of the workers who may be affected?

Answer(s)

Possible Solution(s)

Question

- What are some of the other demographics of the workers in your company?

Answer(s)

Possible Solution(s)

Question

- Are the workers represented by a union?

Answer(s)

Possible Solution(s)

Question

Answer(s)

Possible Solution(s)

Question

Answer(s)

Possible Solution(s)

Question

Answer(s)

Possible Solution(s)

Question

Answer(s)

Possible Solution(s)