

Employment Transition Team Checklist

Make initial employer contact (within 24 hours)

- Explain ETT & inform employer they will be contacted by DES to establish UI base case
- Arrange for in-person meeting
- Partial employer survey (at a minimum, obtains list of occupations and pay rates)
- Transition Team (if appropriate)

Send [Anne Malone](#) (with cc to [Kristie Davis](#)) occupation and wage information for UI estimate & LMI insert

Email [Janet Lepper](#) company-contact information for base-case contact.

In-person meeting to develop plan for ETT

- Complete survey
- Develop informational meetings for affected workers
- On-site follow up services:
 - on-site workshops
 - other on-site services
- Provide posters, flyers, etc., for employer to advertise meetings

Ensure affected workers notified of meetings (work with employer)

- Posters
- Flyers
- Email

Complete memo (send to [Kim Hoehn](#) and cc [Kristie Davis](#).)

- Memo should get to Kim three days prior to meeting (when possible)
- Email Kim the mass-layoff code
- Email Kim the Senate/Rep district numbers (find at www.senate.mo.gov and www.house.mo.gov)

Contact UI for Representation

- (At DOLIR, email [Janet Lepper](#) and [Patty Loehr](#))

Arrange for partners to be available during meeting

- Local representative
- Union Rep (if appropriate)
- University Extension (if appropriate)
- Employment Benefits Security Administration (if appropriate)

Copy UI/LMI inserts for brochures

- Will be emailed to you as far in advance as possible and may not be available for last minute meetings

Hold meetings

- Worker Survey
- Use video and powerpoint (when possible)
- ETT handout
- UI handouts
- Partial registration

Contact UMC Extension for workshops

- Forward list of interested participants to Rebecca Schnell at University Extension:

Email: schnellrl@umsystem.edu

Mail: Mizzou North
115 Business Loop 70 W
Columbia, MO 65203

Arrange for any on-site follow up services agreed to by the employer

- Work with local Region
- Contact [Anne Malone](#) for staffing assistance from Central Office

Follow up with employer or participants directly, if needed

Forward Surveys to Kim Hoehn in Central Office

- Mail to:
Kim Hoehn
Division of Workforce Development
PO Box 1087
Jefferson City, MO 65102

Consider need for job fair (work with Missouri Job Center)

Contact [Anne Malone](#) if a DWG might be needed

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YOU

