Missouri Department of Economic Development
Missouri Division of Workforce Development

EMPLOYMENT TRANSITION INTERVIEW

EMPLOYER CHARACTERISTICS

Company/Corporate Information

COMPANY NAME

Date Notified:

COMPANY ADDRESS

SOURCE OF NOTIFICATION EXPANDABLE

COMPANY 2nd ADDRESS LINE (if needed)

CITY | STATE | ZIP CODE

SELECT WORKFORCE INVESTMENT REGION WHERE THIS LAYOFF IS LOCATED

COMPANY CONTACT NAME

COMPANY CONTACT TELEPHONE NUMBER/EXT

LAYOFF WORKSITE CONTACT EMAIL ADDRESS

Event Characteristics

TYPE OF PRODUCTS AND/OR SERVICES PRODUCED EXPANDABLE

REASON FOR LAYOFF EXPANDABLE

Layoff date(s):

TOTAL NUMBER OF WORKERS AT THIS LOCATION

TOTAL NUMBER OF SALARIED WORKERS EFFECTED

TOTAL NUMBER OF HOURLY WORKERS EFFECTED

OCCUPATIONS AFFECTED AND WAGE/EXPERIENCE INFORMATION

Occupation	No. of Employees Affected	Average Wage	Estimated Average Years on the Job

SHIFTS EXPANDABLE

TRANSFER OPTIONS EXPANDABLE

NO. EXPECTED TO TAKE RETIREMENT

OUTPLACEMENT SERVICES EXPANDABLE

COMPANY ADVISED ON PRESS RELEASES POLICY? ☐ Yes ☐ No

TRANSITION TEAM ☐ Yes ☐ No

Union Information

UNION AFFILIATION 1 (& LOCAL NUMBER)	UNION AFFILIATION 2 (& LOCAL NUMBER)	UNION AFFILIATION 3 (& LOCAL NUMBER)
UNION 1 CONTACT NAME	UNION 2 CONTACT NAME	UNION 3 CONTACT NAME
UNION 1 CONTACT TELEPHONE NUMBER/EXT	UNION 2 CONTACT TELEPHONE NUMBER/EXT	UNION 3 CONTACT TELEPHONE NUMBER/EXT
UNION 1 CONTACT EMAIL ADDRESS	UNION 2 CONTACT EMAIL ADDRESS	UNION 3 CONTACT EMAIL ADDRESS
UNION 1 BUMPING/RECALL OPTIONS EXPANDABLE	UNION 3 BUMPING/RECALL OPTIONS EXPANDABLE	UNION 3 BUMPING/RECALL OPTIONS EXPANDABLE

Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri TTY Users can call (800) 735-2966 or dial 7-1-1.

This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the contracting agency and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes is permissible. All other uses require the prior authorization of the copyright owner.