

Employment Transition Team Checklist

MAKE INITIAL EMPLOYER CONTACT WITHIN 24 HOURS

- Explain ETT & Inform the employer they will be contacted by DES to establish UI base-case
- Offer to schedule in-person, phone, WebEx, or other virtual ETT Meeting
- [Introduce Trade Act Navigator](#) to the employer to assess if the layoff is due to foreign trade
- Begin gathering employer characteristics (at a minimum, obtains the list of occupations and pay rates)
- If the layoff is less than 25 people or if for any other reason a memo will not be distributed, email Amanda McComb (Amanda.mccomb@labor.mo.gov) the company contact information for base-case contact

SEND OCCUPATION LIST FOR LMI INSERT TO APPROPRIATE REGIONAL LEAD

- **Kansas City / Northwest:** Allan Hedrick (Allan.Hedrick@dhewd.mo.gov)
- **St. Louis / Northeast:** Vickey Bonney (vickey.bonney@dhewd.mo.gov)
- **Central / South:** Jessica Tate (Jessica.tate@dhewd.mo.gov)

MEET WITH THE EMPLOYER TO DEVELOP A PLAN FOR RAPID RESPONSE ACTIVITIES (VIRTUAL OR IN PERSON)

- Complete employer characteristics
- Develop informational meetings for affected workers, including reviewing and customizing PowerPoint for the company
- Discuss follow-up services
 - Workshops
 - Hiring Events
 - Other (such as retirement info or resources fair)
- Ensure affected workers are notified of meetings (work with the employer)
 - Posters
 - Flyers
 - Email

COMPLETE MEMO, SEND TO APPROPRIATE REGIONAL LEAD

- Memo is to be sent to Allan Hedrick and copy your regional lead three days prior to the meeting (when possible)
 - **Kansas City / Northwest:** Allan Hedrick
 - **St. Louis / Northeast:** Vickey Bonney
 - **Central / South:** Jessica Tate
- Provide the following information with the memo:
 - Senate & Representative names and district numbers
 - WDB director's name and email
 - Closest Job Center's Functional Leader's name and email or One-Stop Operator's name and email

- [Job Center OWD Supervisor's name and email, Operations Coordinator's name and email](#)

PREPARE FOR ETT INFORMATIONAL MEETING

- Contact UI for representation
 - Email DOLIR Amanda McComb (amanda.mccomb@labor.mo.gov)
- Coordinate with partners to be available at the meeting
 - [Local Job Center Representatives](#)
 - Union rep (if appropriate) Jimmy Lappe (jlappe@moaficio.org for auto supply manufacturing)
 - UAW – Kelly Spangler (kellys.letc@gmail.com)
 - DOL Employment Benefits Security Administration Representative (if appropriate) Christyona Pham (pham.christyona@dol.gov) or Jeri winter (winters.jeri.l@dol.gov)
- Prepare sign-in sheet
- Update PowerPoint
 - Insert LMI data (if available)
 - Insert any local program and hiring event information (obtained from local Job Center)
 - Insert names, title, and contact information of each ETT member
 - Make any modifications requested by the employer (obtained during employer meeting)
- Prepare informational packets for employees
 - Copy UI/LMI inserts for brochures (inserts will be emailed to you as far in advance as possible, but may not be available for last-minute meetings)
 - IU information (order from [forms store](#))
 - Protecting healthcare and retirement benefits information (order from [forms store](#))
 - Local program information (ask local Job Center for applicable flyers)
 - Local hiring event information (ask local Job Center for all applicable flyers)

HOLD MEETINGS

- Sign-in Sheet
- Work Survey and Registration (tablets)
- Present PowerPoint
- Provide informational packets

FOLLOW UP

- Deliver sign-in sheet to Job Center Supervisor to follow up with ETT participants on MoJobs registrations and to provide services
- Engage employer to offer additional services

For additional information about Missouri Office of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627). The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.