

Resources for Employees Affected By Layoff

★ *Keep checking back as other resources are added*

If You Have Been Laid Off, Start with these Priority Actions:

1. File for Unemployment Benefits

*Contact the Employment Development Department (EDD) to [File an UI Claim](#) and gain information on the UI process

2. Contact University Housing/Your Mortgage Lender/Your Landlord

*Resources may be available to you so communicate as soon as possible. To reach University Housing, contact Alliance Residential Company at 831-582-4810

3. Take steps to continue health benefits

*CSUMB Benefits - Contact Terri Giroux tgiroux@csumb.edu

4. Activate Your Support Team!

- ***Contact the Career Center - (For CSUMB employees only) Make an appointment with [Rhonda Mercadal-Evans rmercadal@csumb.edu](mailto:rmercadal@csumb.edu) or (831) 582-3095** Rhonda can help with resume/cover letter writing, job search services, and by connecting you to available jobs in the Monterey area
- ***Contact [OneStop](#)** - Phone: (800) 870-4750. One Stop is a resource that connects county unemployment services with local nonprofits and can help those seeking work to know their market value and create new career opportunities, provide certification programs and training (some free and if you qualify)
- **Reach out to [*EmployNet Job Services: job board and application services headquartered in Monterey](#)**. Employnet has Flash Job Alert events every Monday and Wednesday at nine and 12, they have online job fairs, and updated information is posted on their Facebook page.
 - To join a job fair or a Flash Job Alert event: Join a [Zoom Meeting](#)
 - Meeting ID: 895 4446 0630
 - Passcode: 473085
- **Register with [Careers in Government](#)** to set up job alerts
- **Update your [LinkedIn Profile](#)**

Know Your Resources!

Mental Health:

- [LifeMatters Employee Assistance Program \(for CSUMB employees and family members\)](#)
- Mental Health Resources through your [Health Care plan](#)
- [CSUMB Chaplains \(for CSUMB employees\)](#)

Job Search/Resume/Cover/Interview Resources:

- [20 Steps to a Better LinkedIn Profile](#)
- [Writing a LinkedIn Profile Summary that Stands Out](#)
- [Ten Resume Writing Tips To Help You Land a Job](#)
- [Harvard Business Review on Improving Your Resume](#)
- [Writing a Cover Letter](#)
- [The Best Job Search Sites to Find Employment Fast](#)
- [Interview Preparation Tips](#)
- [Work Smart and Start Smart](#): A course on Salary Negotiation by AAUW (the American Association of University Women)

Job Search Sites: (Just a few; see article above and talk with the Career Center about more!)

- [Indeed.com](#)
- [PDNrecruits.com](#)
- [Glassdoor.com](#)
- [Employment Development Department \(CA.GOV\) Jobs/Local Office Locator](#)
- [Job Openings with Companies that Support Diversity and Inclusion](#)
- [LinkedIn.com](#)
- [Careerbuilder.com](#)
- [Monterey Bay Jobs.com](#)
- [CalJobs.ca.gov](#)
- [Careers in the CSU](#)
- [Chronicle.com \(formerly known Chronicle Vitae\)](#)
- [northern-ca.hercjobs.org](#)
- [AsiansInHigherEd.com](#)
- [BlacksInHigherEd.com](#)
- [DisabledInHigherEd.com](#)
- [HispanicsInHigherEd.com](#)
- [LGBTInHigherEd.com](#)
- [NativeAmericansInHigherEd.com](#)
- [VeteransInHigherEd.com](#)
- [WomenandHigherEd.com](#)

Know your rights: You may have callback rights under your Collective Bargaining Agreement, depending on your union and status. Check with your union representative!

Other Financial Resources:

- [How to Budget and Plan Financially After a Job Loss](#)
- Your union may provide benefits: [Teamsters](#) and CSUEU

Workshops/Training

- [Career Conversations](#) with Phase2Careers
- A list of the [ten best TED Talks to Inspire Your Job Search](#)

Resources for Developing New Skills:

- LinkedIn offers low cost courses on leadership/management, software and tools, marketing, customer service, project management, and more. See the Learning tab when you sign into [LinkedIn](#)
- [EdX](#) offers a variety of courses taught online through some of the world's major universities. Topics range from an online micro MBA to data analytics, computational thinking, marketing, programming, cyber security, and hundreds more. Prices range from free courses (with \$60 upgrades for certificates) to several hundred dollars per course.
- Our local community colleges also offer a variety of career enhancing courses on using Excel, coding, and more. Check out [Monterey Peninsula College and Hartnell College. Classes are low-cost with financial aid potentially available.](#)

Manager Resources and Questions for Those Who Remain:

Read this article: [How to Support Remaining Employees After a Layoff](#) and consider discussing it with your unit.

Questions about when employees who are bumping in will start? Contact your UP Generalist.

Expectations around performance while a new person is trained. It is a manager's responsibility ensure that new employees have the support they need to be successful, including regular check-ins, training, and utilization of the performance appraisal process. It is recommended that within the first 30 days, the manager and employee go over the employee's position description, expectations of the job, and goals for the employee's first year in the role.

If you are starting in a new position

- Change can be challenging, but we have many resources at your disposal to support you and your family. Be sure to consider the [EAP services](#) for you and your family and benefits covered by your Health insurance. [CSUMB Chaplains](#) of different faiths are also available as a resource to CSUMB employees.
- SUMTotal offers a variety of classes that can help with transition.
- LinkedIn also has courses that can help with change, such as this course on [Managing Yourself Through Change](#)
- [Consider reading: Learn to Get Better at Transitions](#), a Harvard Business Review article
- [Consider this article: Ten Ways to Make It Through Life's Transitions](#), from Psychology Today
- Consider purchasing William Bridges' book, [Transitions, Making the Most of Change](#), which can be found online (used) for a minimal cost (\$4). In it, he discusses the difference between change and transition, examines the importance of finding meaning in transition, and walks through the three stages of the transition process. You can find a summary [here](#).