

# Employment Separation Action List

## 1. Prepare to File for Unemployment Insurance



- Download your W-2 and have it on-hand
- Be prepared to provide information about work you performed and employers you have worked for in the last 18 months. Access the [unemployment application here](#).

## 2. Begin to explore the job search process



- Take the [interest profiler on ONET](#) or [Career Onestop](#)
- Explore the possible career-paths presented in ONET

## 3. Reflect on your needs and preferences



- How quickly do you need to replace your income?
- Are you interested in doing similar work to what you are leaving?
- Are there any other career paths you would like to pursue?

## 4. Schedule a 1-1 meeting with our team!



To get scheduled, [Click on this link](#). We can assist with:  
Job Search Support & Advice, Resume/CV Reviews, Interview Skills Advising,  
and/or Mock Interviews

## 5. Review our job search courses



The following courses are available to support you:

- [Job Searching](#), [Resume & Cover Letter](#), [Interviewing Skills](#)

## 6. Internal Candidate Program



As an employee who has been separated due to budgetary constraints, we offer an internal candidate program. When you meet with our team, we will discuss this option in detail with you.