



Oregon State
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Recommended To-Do List for Employees Notified of Job Loss

This list is intended to support employees exiting OSU due to job loss. Not every step will apply to everyone.

- ❑ **Contact Employee Benefits at 541-737-2805 or employee.benefits@oregonstate.edu to understand your options. Get started here:**
https://fa.oregonstate.edu/sites/fa.oregonstate.edu/files/bebc/documents/HR/checklist_employee_term.pdf

If you want to continue some of your benefits, you'll need to pay the full premiums — both your and OSU's portion — yourself. For some benefits, you also have the option to apply for conversion to an individual policy. For most benefits, if you decide not to continue coverage, or you don't pay the premiums on time, coverage will end on the last day of the last month for which premiums have been paid. Please contact Employee Benefits to confirm that date.

- Medical, dental and vision: If you want to continue these benefits for up to 18 months for yourself and/or eligible family members, apply for COBRA continuation coverage. Benefits Health Solutions (BHS) a company that handles COBRA for OSU will send you an information packet with instructions shortly after separation. You have 60 days from the date you lose coverage (or 60 days from the date you receive notice from BHS of your eligibility for COBRA, if later) to apply.
- For medical only, another possibility is to apply — within 31 days after your group coverage ends — for conversion to an individual policy. Or you may apply to the insurance carrier directly for individual coverage, which could provide better benefits for less. The Affordable Care Act's health insurance exchanges might also provide options. Visit the Oregon Health Care exchange at <https://healthcare.oregon.gov/Pages/index.aspx>.
- Disability, business travel accident and workers' compensation: Remember that your coverage ends your last active day at work.
- Decide what to do with any pension and retirement savings and make sure your beneficiaries are up to date. Contact retirement@oregonstate.edu with any questions.

- ❑ **Take advantage of OSU resources.**

- The Employee Assistance Program (EAP) is a free confidential service that provides you with counseling services for work or family issues. The EAP also provides limited assistance with legal, financial, identity theft, etc. The EAP is designed to provide short

term effective professional help in solving problems or finding someone who can help. These services are available to OSU faculty and staff who work half-time or more. Dependents are also eligible to use EAP services. The EAP is available to employees up to 30 days following the date of separation from employment. For additional information, contact Cascade Centers at 800.433.2320 (through June 30, 2020). Beginning July 1, 2020, visit <https://hr.oregonstate.edu/benefits/current-employees/health-wellness-work-life/employee-assistance-program> for guidance about Beyond Benefits, the new EAP. Beyond Benefits is available 24 hours a day, 7 days a week online at <http://guidanceresources.com> or 855-327-4722. Register with our organization web ID: *OSUbeyond*

- Resources for job seekers, hosted by University Human Resources (<https://hr.oregonstate.edu/careers/job-loss-resources/job-loss-resources-employees>) includes Benefits information, key contact information and job sites.
- Care.com <https://www.care.com/ep-osu-lp-p1087-q9278162.html>
- ❑ **Consider filing for unemployment with the State of Oregon.**
 - Main page: <https://www.oregon.gov/employ/Unemployment/Pages/default.aspx>
 - Frequently asked questions: <https://www.oregon.gov/employ/Unemployment/Pages/UI-FAQ.aspx>
 - How to apply: <https://www.oregon.gov/employ/Pages/Unemployment-Insurance-Videos.aspx>
- ❑ **Complete your timesheet(s) on time as requested.**
 - You'll be paid for any unused compensatory time and/or vacation leave you've earned through your last day at work (based on OSU policy or the applicable collective bargaining unit agreement). Accumulated sick leave does not convert to pay.
- ❑ **Make sure OSU has your correct address.** If you're continuing your health benefits, a change in your permanent address may affect your eligibility. OSU will also mail your W2 to the address on file. You can update your address at: <https://my.oregonstate.edu/>
- ❑ **Review OSU's Employment Verification practices.** Employment verification: <https://hr.oregonstate.edu/employees/current-employees/work-number-employment-verification-system>
- ❑ **Take care of yourself.** You are not alone. These resources may help.
 - <https://www.forbes.com/sites/hvmacarthur/2019/02/12/how-to-process-being-laid-off-and-practice-self-care/#193cb75c4158>
 - <https://hbr.org/2015/07/how-to-bounce-back-after-getting-laid-off>
 - <https://money.usnews.com/careers/applying-for-a-job/articles/how-to-cope-as-a-layoff-survivor>
 - <https://www.helpguide.org/articles/stress/job-loss-and-unemployment-stress.htm> (Includes guidance about helping children understand job loss.)
- **Personal Finance**
 - Tips from CNBC: <https://www.cnbc.com/2019/02/27/try-these-tips-to-survive-a-tight-time-like-a-layoff-or-financial-emergency.html> and

<https://www.cnbc.com/2020/03/31/take-these-6-financial-steps-if-you-get-laid-off.html>

❑ **Plan your job search and consider using the resources linked below.**

- Develop a proactive job search and networking plan.
 - OSU's Office of Institutional Diversity provides substantial job search and community support resources at <https://diversity.oregonstate.edu/resources>.
 - Free job seeker guidance: <https://www.themuse.com/advice/the-31-best-linkedin-profile-tips-for-job-seekers>
 - Free Lynda.com guidance: <https://www.lynda.com/Business-Skills-tutorials/Managing-Your-Career/97579-2.html>
 - Free Harvard Business Review guidance: <https://hbr.org/2019/04/how-people-redirect-their-careers-after-getting-laid-off>
 - Tips for networking: <https://www.helpguide.org/articles/relationships-communication/job-networking-tips.htm>
- Create or update your resume/CV, including work history and references.
 - <https://www.livecareer.com/> (Many free services including resume builder)
 - OSU's Career Center offers resources originally designed for undergraduates seeking careers, but the tools are helpful for all job seekers: https://career.oregonstate.edu/sites/career.oregonstate.edu/files/undergraduatecareerguide_web.pdf and <https://career.oregonstate.edu/careered/create-r%C3%A9sum%C3%A9s-cvs-and-cover-letters>
- Apply for positions.
 - The United States Department of Labor provides support for job seekers at <https://www.careeronestop.org/>
 - State of Oregon Employment Department resources: <https://www.oregon.gov/employ/jobseekers/Pages/Find-a-Job.aspx>
 - Jobs with diversity friendly employers: <https://diversity.dejobs.org/>
 - Higher education job seeking resources: https://hr.oregonstate.edu/sites/hr.oregonstate.edu/files/jobloss/job_resources.pdf
- Practice interviews for virtual, 1-1 and phone venues.

❑ **Work through the Employee Exit Checklist**

(https://fa.oregonstate.edu/sites/fa.oregonstate.edu/files/bebc/documents/HR/checklist_employee_term.pdf) with your supervisor. If you are unable to access your usual workspace to retrieve personal items, OSU will return them to you as soon as feasible.

Website addresses in this document are fully written so that people to increase accessibility for people who may use hard copies.

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