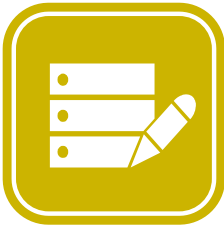


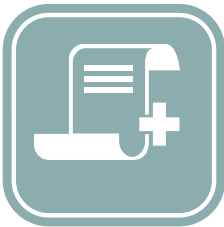
EMPLOYEE CHECKLIST

Priority Placement Program Participation



LAYOFF PROCESS

<input type="checkbox"/>	Meet with HR representative and hiring manager to receive layoff notice & packet
<input type="checkbox"/>	Ask questions and clarify process
<input type="checkbox"/>	Sign up and attend department layoff orientation (<i>if available</i>)



NEXT STEPS

<input type="checkbox"/>	Read, clarify and understand the layoff language, rights and processes *Represented Employees – CBA contract language *Non-represented Employees - Workforce Management Manual
<input type="checkbox"/>	Make a decision about the <i>Loudermill</i> process
<input type="checkbox"/>	Make a decision about the bumping process, if available
<input type="checkbox"/>	Complete the “Election Form” and submit to the department layoff coordinator
<input type="checkbox"/>	Participate in represented bumping process or non-represented layoff process
<input type="checkbox"/>	Review the County’s “Leaving Employment” website at https://www.kingcounty.gov/audience/employees/benefits/leaving-employment.aspx



PRIORITY PLACEMENT PROGRAM JOB SEARCH ACTIVITIES

<input type="checkbox"/>	Review the Priority Placement Program website at www.kingcounty.gov/priorityplacement for information and links to resources and various orientations that may be of interest
<input type="checkbox"/>	Register and attend a Priority Placement Program orientation
<input type="checkbox"/>	Review Career Support Services (CSS) website at www.kingcounty.gov/CSS for services and sign up for group coaching sessions and workshops of interest to you
<input type="checkbox"/>	If you haven’t already created a master profile at www.governmentjobs.com do so now, and for detailed steps, please see www.governmentjobs.com/home/applicationguide . Verify that you have included information that details your experience to include job titles, duties and dates of prior employment.
<input type="checkbox"/>	Review list of possible vacant jobs (<i>job postings closed to applications and potentially not yet filled</i>) www.governmentjobs.com/careers/kingcounty/transferjobs . If you believe you are qualified and decide to pursue any of the positions posted, apply to the Priority Placement Application. Once you apply you will have 30 days to continue to access and apply to positions listed at this site. At the end of the 30 day period, your Priority Placement will ONLY be to current/open job postings. When you apply at this site, you will be given an opportunity within the application to provide the appropriate job title and number. Answer all questions and follow all application instructions. Attach a cover letter clearly explaining how you meet the qualifications.
<input type="checkbox"/>	For jobs to which you applied prior to layoff notification, email PriorityPlacement@kingcounty.gov notifying them of the positions to which you have applied to learn if the position is still vacant and if you are eligible for Priority Placement referral to it.
<input type="checkbox"/>	Regularly review open job announcements at www.kingcounty.gov/audience/employees/careers.aspx . Apply for any you would like to pursue and follow all application instructions. Include a cover letter clearly explaining how you meet the qualifications.

EMPLOYEE CHECKLIST

Priority Placement Program Participation

	When applying on-line, submit all required application materials (<i>application, resume, cover letter, supplemental questionnaire, etc.</i>) by the due date. Ensure all application materials clearly show how you meet required qualifications.
	You may contact CSS at careersupportservices@kingcounty.gov for help in preparing for a job interview
	Contact Priority Placement team at PriorityPlacement@kingcounty.gov to request a review of the department's selection process (<i>if needed</i>)



OPTIONS

	Email CSS staff at careersupportservices@kingcounty.gov or leave a message at 206-477-9869 for job search and interviewing 1-1 assistance for up to two years from the date of your layoff
	Sign up and attend various training classes
	Use available internal or external resources
	Create a robust LinkedIn profile and build your network connections
	Sign up for job interest notifications for other government organizations of interest to you
	Identify and create list of references
	Create a weekly schedule and job search tracking system
	Sign up to receive King County job interest notifications for one year at www.kingcounty.gov/jobs/job-interest-notifications.aspx
	Create or update your account at www.governmentjobs.com or by applying to a King County job