



MODULE 3

Job Loss Management



Public Exit Statement

STEP 1 Create your Public Exit Statement

Your Public Exit Statement is the explanation used to concisely summarize the reasons for your departure. You will use this statement with your network contacts and potential employers. Do not confuse this statement with your 30-second Commercial / Marketing Statement, which is covered in the networking section.

The best way to explain why you are no longer with your company is to give a brief statement of events that have affected the company and led up to your release—then move on without dwelling on the past. It is always helpful to position yourself as a member of a group of affected employees if that fact holds true for you.

A few examples of public statements **NEXT PAGE**

Example 01

My regional sales director position at Worldwide Sales was eliminated as a result of the downsizing of the Sales Department. Since growth opportunities at the company will now be limited, I have chosen to seek new opportunities elsewhere.

Example 02

Due to a merger between Global Bank and Bank of New York, my position was affected; I was one of over 300 employees who were recently released from the bank.

Example 03

As a result of a recent restructuring at Global Technologies, I have decided to resign as Director of Information Systems and search for a position that more closely matches my career goals.

Writing your Public Exit Statement

STEP2

Organize the Situation

Your task in the weeks ahead will be to work full time at finding your new opportunity. Your efforts at becoming well organized now will make the job of job searching easier and more efficient.

The following are minimum requirements for a temporary work area:

- A place set aside in your home where you can work each day: Even if your “office” is simply a table set up in the corner of a room, it should always be reserved for your job search activities.
- A home telephone with voicemail capabilities and/or a mobile phone. Your voicemail announcement should be short, simple and business-like, for example:
"Hi You have reached Jane Smith at 555-555-5555. Please leave your name, number as well as a brief message and I will return your call as soon as possible. Thank you!"
- Some type of day or week planner (either electronic or hard copy) which will help you keep track of appointments, phone calls, letters to write and “things to do”
- Basic office supplies such as printer paper, stationery, envelopes, stamps, and file folders.
- A personal computer or laptop. Many used or refurbished models are available today.
- A contact system, either electronic or hard copy, in which to keep names of contacts, leads, dates and places during your job search. You will find contact system forms in the chapter on Job Search Strategies.
- A marker board or chalk board which includes a calendar. This makes a highly visible record of your day-to-day activities.

TAB 1 — TARGET COMPANY LIST

- Updated continually

TAB 2 — ACTIVE JOBS

- All correspondence/notes related to any opportunities for which you are an active candidate

TAB 3 — NETWORK

- Call list: actual, ongoing list of contacts to call; an Excel spreadsheet works well
- Alpha list: separate sheet, card, or file for each individual contacted (an alphabetical database) with comprehensive data on each

TAB 4 — JOB POSTINGS

- Copies of all job postings to which you have responded
- Copies of cover letters
- All other correspondence from/to the company
- Notes (company research, follow-up, etc.)

TAB 5 — RECRUITERS/SEARCH FIRMS

- List of contacts(name, address, phone number, etc.)
- Copies of all correspondence
- Notes of meetings, leads, follow-up, etc.

TAB 6 — DIRECT MAIL

- List of contacts(name, address, phone number, etc.)
- Copies of all correspondence
- Notes of company research, meetings, follow-up, etc.

TAB 7 — FOLLOW-UP

- Sorted by date; compiled from previous tabs

TAB 8 — WEEKLY PLANS

- Copies of weekly planning and goal setting forms

Suggested System in MS Word or Excel



Three important points

1

Be Positive!

Over 85% of the people who implement the principles of a career transition program end up happier in their new careers. There is no reason for you to be an exception.

2

Begin considering what you really want to do with the rest of your life.

Forget about what you do every day by habit—frequently called your “job.” Begin to consider your ideal vocations. Dream a little! This can become the greatest experience of your life. Take charge of your career.

3

Get prepared for some hard work.

Most of us are accustomed to giving our employer 40-plus hours of hard work every week. If you work as hard for yourself for the next few weeks, the dividends will surprise you.