



POSITION ELIMINATION AND OUTPLACEMENT SERVICES

Overview

Eliminating positions due to business conditions or a reorganization is one of the more difficult decisions for an organization. HR Strategies & Solutions (HRSS) provides experienced and capable resources to support and guide organizations and managers through this difficult process.

Position Elimination and Outplacement Process & Services

I. Rationale & Justification Summary

This step is foundational to ensure any decisions made are based on solid business rationale and subsequent decisions can be justified to ensure compliance with any applicable law(s) or policies. HRSS provides checklists and a questionnaire to assist in a written rationale & justification summary.

II. Communication Planning & Implementation Support

Once decisions are made that impact employees, how the decision is communicated is as important as the actual decision. Details matter. HRSS can help create a communication plan that will include written and verbal communication tools that help ensure that it is implemented as planned to ensure the dignity and safety of both the exiting and remaining employees.

III. Employment Attorney Review

HRSS recommends an employment attorney review certain documents including the rationale & justification summary and any severance or separation agreements. We can work with your preferred attorney or provide a trusted and experienced legal resource.

IV. Job Transition Services for Affected Employees

Providing outplacement services for exiting employees can help ensure they are moving forward and not looking backward. It can provide goodwill and help them gain future employment more efficiently and with less stress. HRSS provides 3 months of support helping them:

- ⇒ Prepare for the job search
- ⇒ Create a job search action plan and strategy
- ⇒ Identify opportunities and leverage their personal network
- ⇒ Leverage social media
- ⇒ Create a resume, cover letter and other communication materials
- ⇒ Prepare and practice a 30 second elevator speech
- ⇒ Practice and prepare for interviews by utilizing mock Interviews with feedback
- ⇒ Negotiate offers