

# MY (Re)Employment PLAN



## WHO:

Claimant Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Are you a member of a union hiring hall? If YES, **JUST PROVIDE** your Union Hiring Hall #, sign and return. # \_\_\_\_\_

Are you on a temporary layoff? If YES and your return date is within 4 weeks, **JUST PROVIDE** the date, sign and return. \_\_\_\_\_

## WHY:

Studies show that workers who **transition from layoff to their next job** the fastest understand the importance of making themselves a good match for their next employer. Being a good match means understanding the interests, skills and values that you possess that will **get you hired**.



**FAILURE to return this form in seven (7) days will result in a DENIAL of BENEFITS and possible overpayment of benefits.**

## HOW:

\_\_\_\_\_ Online at: <https://www.careeronestop.org/Toolkit/Skills/skills-matcher.aspx>

\_\_\_\_\_ In person at the Workforce Center. Find your local office by calling (877) 509-6757 or go to [www.kansasworks.com](http://www.kansasworks.com).

## WHEN:

I will set aside 30 minutes in the next week to complete my skills assessment on:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
a.m.	a.m.	a.m.	a.m.	a.m.	a.m.	a.m.
p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.

## RESULTS:

I completed My Skills/My Future Assessment on (mm/dd/yyyy): \_\_\_\_\_

My top three skills are:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

My top three jobs are:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**To avoid interruption of unemployment benefits, return this form within seven (7) days. Both sides must be completed and returned.**

MAIL: Unemployment Contact Center  
P.O. Box 3539  
Topeka, KS 66601-3539  
FAX: (785) 296-3249

*I certify that I have completed the self-assessment either online or at a Workforce Center and that falsifying this form can lead to substantial penalties.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Keep a copy of your self-assessment. You will find it helpful in looking for work. You are now ready to make a Job Search Plan on page two.**

# Job Search Plan

Claimant Name: \_\_\_\_\_

SSN: \_\_\_\_\_

## Detailed Job Search Plan

### Résumé

- An updated résumé that has been reviewed by a peer or workforce professional will be your first impression. Don't let it stand out for the wrong reasons.

### Social Networking

- Facebook and Twitter are often checked by employers. Make your profile attractive to businesses looking to hire.
- Use social networking to your advantage. Promote your professionalism and skills, not your weekend.

### Make a timeline for getting a job.

- Unemployment Insurance benefits last on average less than 13 weeks. Many people get a job within 10 weeks because they start looking right away.

### Network and Apply

- Engaging the job market is more than just applying. Target your applications to employers looking to hire that fit your skill set and connections.

## Job Search To-Do List

### Self Assessment

- I completed the self-assessment.  YES  NO

### Work Search Prep

- Résumé: I had/will have \_\_\_\_\_ review my résumé by/on \_\_\_\_\_.
- Interview skills: I practiced/will practice interview skills with \_\_\_\_\_ by/on \_\_\_\_\_.
- Social Media Review: I have reviewed my social media so that it will benefit my job search.  YES  NO

### The Plan

- I will visit a Workforce Center for assistance in my work search efforts by (date) \_\_\_\_\_.
- I will identify five to 10 potential employers that fit my skills by (date) \_\_\_\_\_.
- I will submit my first five job applications by (date) \_\_\_\_\_.
- Target start date for my new job is \_\_\_\_\_.

### Follow Up

- If needed, reevaluate within six weeks.

**People who make and stick with a Job Search Plan are much more likely to get back to work sooner.**