

Layoff Preparation Checklist

Documents & Records

- Update resume with measurable accomplishments
- Download work samples/portfolio (per policy) and personal files from work accounts
- Collect employment docs: offer letter, role description, reviews, final pay details
- Gather benefits info: health, COBRA, 401(k), HSA/FSA balances, PTO policy
- Review any non-compete/NDA and post-employment restrictions

Financial Readiness

- Draft a bare-bones 3–6 month budget
- Confirm severance terms and payout timing (get in writing)
- File for unemployment benefits (note weekly certification)
- Decide on health coverage: COBRA vs. marketplace (compare deadlines/costs)
- Pause nonessential subscriptions; set bill autopay reminders

Logistics & Access

- Return company equipment (get a receipt)
- Change 2FA and passwords on personal accounts
- Export contacts/network details (in compliance with policy)
- Update LinkedIn headline and 'Open to Work' settings
- Request references or recommendation letters

Rights & Final Pay

- Verify final paycheck date and PTO payout (state law)
- Check WARN notice (if applicable) and outplacement services
- Clarify non-disparagement or release clauses before signing
- Keep personal copy of signed agreements

Wellbeing & Next Steps

- Plan a decompression routine (sleep, movement, support)
- Set a gentle weekly job-search cadence
- Schedule informational chats (3–5/week)
- Create a 30–60–90 transition plan