

## Layoff List Report – User Guide

The Statewide Layoff Lists are maintained centrally at the Department of Enterprise Services (DES). Agencies may opt for DES to maintain their Internal Layoff Lists, as well. Layoff candidates are referred by job class, seniority, and preferences.

Eligible Layoff candidate(s) are considered for opportunities per the rules or bargaining agreement.

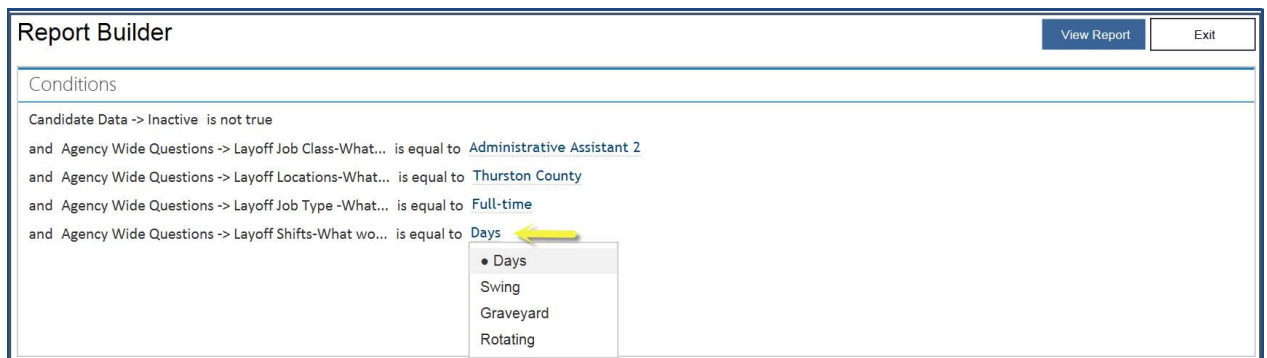
### Overview

Eligible candidates submit their resume and a copy of their layoff letter to DES to get on the list and are entered into the online recruiting system (OLRS) by the central layoff coordinator. DES maintains the layoff list under the Department of 'Statewide Pool'.

### Run Ad Hoc Report Builder Layoff List

1. The Insight Recruiter runs the report **Layoff List Report** to view the layoff candidate's for the job class, location, job type and work shift for the position:
  - a. **Reports** → **Reports Builder** → **LAYOFF LIST REPORT** → Click on **View** in the Report Action column
  - b. Click on the value field for each of the required fields to select the value for the position. The values selected by the previous user will appear, click on the value to view the options. Selections **MUST** be made in the following fields or the report results will be none:
    - Job Class
    - Location
    - Job Type
    - Shift

*In this example the job class is Administrative Assistant 2, the location is Thurston County, the job type is Full-time and the shift is being selected as Days.*




The screenshot shows the 'Report Builder' interface. The 'Conditions' section contains the following criteria:

- Candidate Data -> Inactive is not true
- and Agency Wide Questions -> Layoff Job Class-What... is equal to Administrative Assistant 2
- and Agency Wide Questions -> Layoff Locations-What... is equal to Thurston County
- and Agency Wide Questions -> Layoff Job Type -What... is equal to Full-time
- and Agency Wide Questions -> Layoff Shifts-What wo... is equal to Days

A dropdown menu is open for the 'Layoff Shifts' field, showing the following options:

- Days
- Swing
- Graveyard
- Rotating

**Note:** If job class does not appear, there are no layoff candidates available. If the job class does appear, you should not automatically assume that there are candidates available. They may not have the location, work type, work shift combination or they may be inactive due to being hired or past their layoff list eligibility.

- c. Click on the **View Report** button.
- d. The report results will appear with the candidates who meet the requirements entered. The report contains the candidate:
  - Name
  - Email address
  - Phone number
  - Mailing address
  - Personnel number
  - Layoff agency (sorted in alphabetical order)
  - Separation Date
  - Layoff list expiration date
  - Layoff reason
  - Eligible for statewide layoff list (yes/no)
  - Willing to travel (yes/no)
  - Comments (may include an alternate email address, waivers)
- e. You may want to export the report into Excel by clicking on the export icon  and selecting Excel. Follow any on-screen prompts by your internet browser to open/save the document.

2. View the eligible candidate(s) application information, including their resume if they provided it, by clicking on **Applicants** from your top navigation, then click on **Applications** from the dropdown options.

- a. Enter the candidate's first name and last name in the fields provided, and then click on **Search**.

Search Career Seeker's Name, Person ID, Former Last Name, Month/Day of Birth or Date Period when resume was submitted

Person ID	<input type="text"/>		
First Name	<input type="text" value="Higgins"/>	Last Name	<input type="text" value="Davis"/>
Former Last Name	<input type="text"/>	Month/Day of Birth	MM <input type="text" value="v"/> / DD <input type="text" value="v"/>
Date 1	<input type="text"/>	Date 2	<input type="text"/>

- b. The postings the candidate is on for Departments you have access to will come up in a table. Click on **View** in the Action column for the 'Layoff Administration' Job Title to see the candidate's layoff list application information, their preferences, and their resume attachments.

**Note:** When Layoff candidates are entered into the pool, limited information is entered on their behalf. Their resume should be reviewed, if provided OR requested directly from the candidate.

Search for applicant by name or Person ID: Higgins Davis

Show Evaluation Steps Show Applications: Active Only

123 records found.  
Page 1 of 5

<< Previous Page 1 | 2 | 3 | 4 | 5 Next Page >>

Candidate	Job Title	PersonID	Master Profile	At Step	Score	Disposition	Notices	Received	Action
Davis, Higgins	Layoff Administration * ...	5311128	View	Eligible	0	03/25/10	N/A	03/25/2010 02:06 PM	View Edit Audit Trail Delete
Davis, Higgins	ITS3 - Helpdesk Support...	5311128	View	Referred	0	Hired	N/A	04/02/2010 09:09 AM	View Edit Audit Trail Delete

3. When you hire a candidate from the Layoff list, please email the layoff administrator at [LAYOFFandGGTP@des.wa.gov](mailto:LAYOFFandGGTP@des.wa.gov), include the hired candidate's name, the job class and pay range they were hired into.

### Report a Waive

If the eligible layoff candidate waives the opportunity, change their status to **Reject** with the Reject Reason of **Layoff: Waive** for your internal tracking. It's recommended that you enter in the waive details in the **Comments** section, and then click on **Reject**.

View Referred Candidates

Candidate	Person ID	Date & Time Referred	Reject Reason	Comments
Davis, Higgins	5311128	04/02/10 09:14 AM	Layoff: Waive	4/8/2010 - Spoke directly with candidate by phone. Mr. Davis said

Once you have entered the waive for the candidate, notify the layoff administrator via email at [LAYOFFandGGTP@des.wa.gov](mailto:LAYOFFandGGTP@des.wa.gov) to report the waive. You must include the candidate's name, the posting which the waive was incurred, the job class, your name, and your agency.