

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.

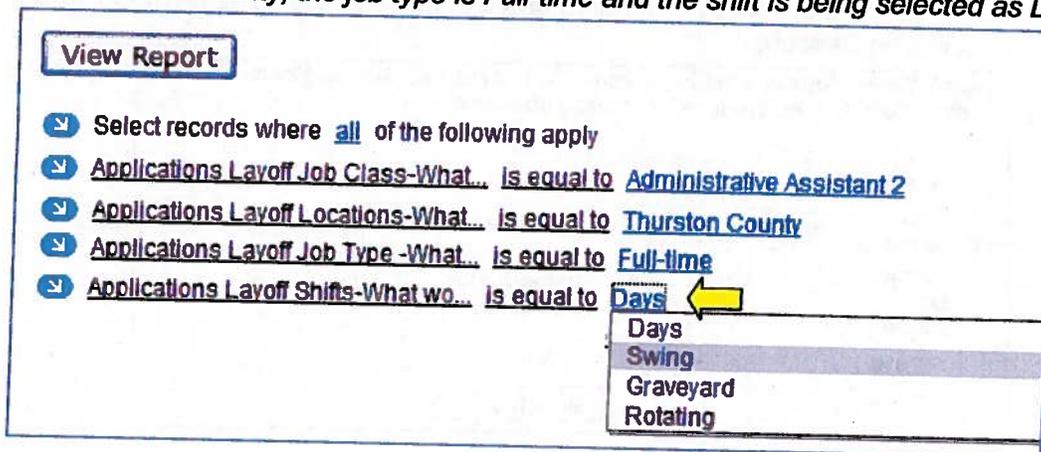
Overview

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. Agencies may maintain their own internal layoff lists or have DES maintain.

Run Ad Hoc Report Layoff List

1. The Insight Recruiter runs the report **Layoff List** to view the layoff candidate's for the job class, location, job type and work shift for the position:
 - a. **Reports → Ad Hoc Reports Builder → Layoff List Report → View**
 - b. Click on **[select value]** 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.



View Report

Select records where **all** of the following apply

- Applications Layoff Job Class-What... is equal to **Administrative Assistant 2**
- Applications Layoff Locations-What... is equal to **Thurston County**
- Applications Layoff Job Type -What... is equal to **Full-time**
- Applications Layoff Shifts-What wo... is equal to **Days**

Days
Swing
Graveyard
Rotating

- 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 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:

Show Evaluation Steps Show Applications:

6 records found.
Page 1 of 1

Candidate	Job Title	PersonID	Master Profile	At Step	Score	Disposition	Notices Received	Action
Davis, Higgins	Helpdesk Support Lead - ...	5309338	View	Referred	72	Hired	View 02/02/2010 02:13 PM	View Edit Delete
Davis, Higgins	ITSS - Hiring Manager T...	5309338	View	Referred	0	02/24/10	N/A 02/24/2010 08:47 AM	View Edit Delete
Davis, Higgins	Social Worker 3 - Recru...	5309338	View	Referred	85	02/26/10	N/A 02/26/2010 09:23 AM	View Edit Delete
Davis, Higgins	SW4 - Department Test (...)	5309338	View	Referred	0	03/04/10	N/A 03/04/2010 09:29 AM	View Edit Delete
Davis, Higgins	GGTP Administration Ord...	5309338	View	Eligible	0	03/04/10	N/A 03/04/2010 03:42 PM	View Edit Delete
Davis, Higgins	AA 4 - DOP Recruiter Te...	5310703	View	Referred	80	Interview Scheduled	N/A 03/05/2010 02:49 PM	View Edit Delete

Page 1 of 1

3. When you hire a candidate from the Layoff list, please email the layoff administrator at 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 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.