



Job Loss | *Tip sheet*

# Getting Started After Job Loss

## Make a Schedule

- When we have free time, and many things on our to-do list, we feel bad when it seems nothing is getting completed.
- Planning the day and/or week allows us to know when we will spend time on which specific activities.
- Stick to your schedule.
- Schedule time for fun as well as the job search.

## Gather Information

- Learn about yourself, your likes, dislikes, work values, priorities, skills and abilities.
- Explore local job availability.
- Read trade and professional journals, magazine and newspapers.
- Conduct informational interviews; gather information from people doing the kind of work you are interested in.

## Set Long-term and Short-term Goals

- Identify what needs to be accomplished immediately.
- Consider what long-range plans may be needed, e.g., training, education, etc.
- Having a plan and taking action on it reduces stress.

## Tell People You Are Looking For Work

- Network with friends, family, neighbors, acquaintances, colleagues, etc.
- Be specific about your goals.
- You never know which contact will lead you to a job opportunity.

## Keep In Touch With Former Co-workers

- Looking for work can be lonely.
- Contact with co-workers builds morale.
- Share information about jobs.
- Sharing experience reduces stress and helps everyone stay on track.

## Prepare for Job Interviews

- Practice questions you might be asked and those you want to ask.
- Let the employer know your skills and qualities.
- Learn about the interviewing organization. This knowledge indicates interest and motivation.

## ◆ Your well-being is our priority.

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