

# THE UNIVERSITY OF ARIZONA.

Arizona's First University.

## Employee & Career Advising: Resources for Layoff & Non-renewal

<http://www.hr.arizona.edu/ecadvising> - section "Employee Advising – Layoff & Non-renewal"

### HR Services:

**Employee & Career Advising** offers individual career advising designed to help employees:

- Determine the full range of skills and interests
- Establish short- and long-term career goals
- Develop an effective job search strategy while considering other University opportunities or potential career moves outside the University
- Write effective resumes and cover letters
- Consider networking opportunities

### Applying for University Positions

Employees who are non-renewed, or laid off are eligible to apply for University positions on-line at [www.hr.arizona.edu](http://www.hr.arizona.edu). If they are successful in obtaining another benefits eligible position within the University prior to your layoff effective date, they can be transferred to the new position immediately

### Job Search Resources

A list of select local and web job search resources is available on the HR website.

### Workshops

Employee & Career Advising and the Center for Professional Development have developed several workshops that can benefit employees as they plan the transition from the current job. Topics of these stand-alone, compact and information-rich workshops include job search skills, career transition tactics, improving communication on the job, and career enrichment.

Visit the HR website to register for scheduled workshops, or contact an Employee & Career Advisor to inquire about offering any of these workshops onsite for your team/workgroup.

**Employee Assistance Counseling - UA Life & Work Connections** offers free, voluntary confidential services to help you address a range of personal and work-related concerns you may be experiencing, such as stress associated with change and transitions, and job and career difficulties.

### Web Resources related to University Benefits

FAQs and referral information related to benefits continuation, retirement plans, the Qualified Tuition Reduction, CatCard privileges, University E-Mail, and Vacation and Sick Leave.

### External Resources:

**One Stop Career Centers** - Pima County has several one-stop career centers that provide reemployment services including: job search assistance, career counseling and assessment, workshops on employability skills, resume and practice interviewing, retraining/upgrading current skills, unemployment insurance information, use of computers and other office equipment, library resources. Call (520) 798-0500 for information.

**Unemployment Insurance** – Laid off or non-renewed employees may be eligible to apply for unemployment benefits. Contact the Department of Economic Security Employment Security Administration offices in Tucson at (520) 791-2722.