3 STEPS to take if YOU get a WARN or Layoff Notification

1. **REVIEW** the IAM 751 *Involuntary Layoff* brochure. This four-page resource is filled with helpful reminders, checklists and tips, and contact information.

2. **SCHEDULE** a one-on-one appointment with a Joint Programs’ Career Advisor. Career Advisors can review Employee Requested Transfer (ERT) job options, design ERT training plans, update a resume, explore community resources, and outline http://iamboeing.web.boeing.com/index.aspx?com=1&id=221 education assistance eligibility and options. To contact an advisor, call **1-800-235-3453**.

3. **LEARN** about Federal Trade Adjustment Act (TAA) resources if planning to pursue training and/or begin a job search. Visit the TAA website to learn more, http://www.taa-washington.org/. To attend a TAA orientation session, call the WorkSource TAA Hotline: **425.861.3704**. **Tip:** Plan to attend a TAA orientation immediately *after* layoff.

**What you will receive by attending a TAA Orientation**

- TAA overview of resources and benefits
- Help completing the TAA application and all required forms
- A date for a personalized one-on-one advising session with a TAA counselor to:
  - Review eligibility and service options
  - Create individualized training and employment plans
  - Learn more about unemployment benefits ([https://www.esd.wa.gov/unemployment](https://www.esd.wa.gov/unemployment)), and Dislocated Worker and Worker Retraining services.

For more information on the Worker Adjustment and Retraining Notification (WARN) Act for WA State, click here, [https://esd.wa.gov/about-employees/WARN-requirements](https://esd.wa.gov/about-employees/WARN-requirements)

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**Receiving a WARN is often stressful and confusing. Learning about available options, helpful resources and next steps can help you move forward. Career Advisors are available to assist you each step of the way.**