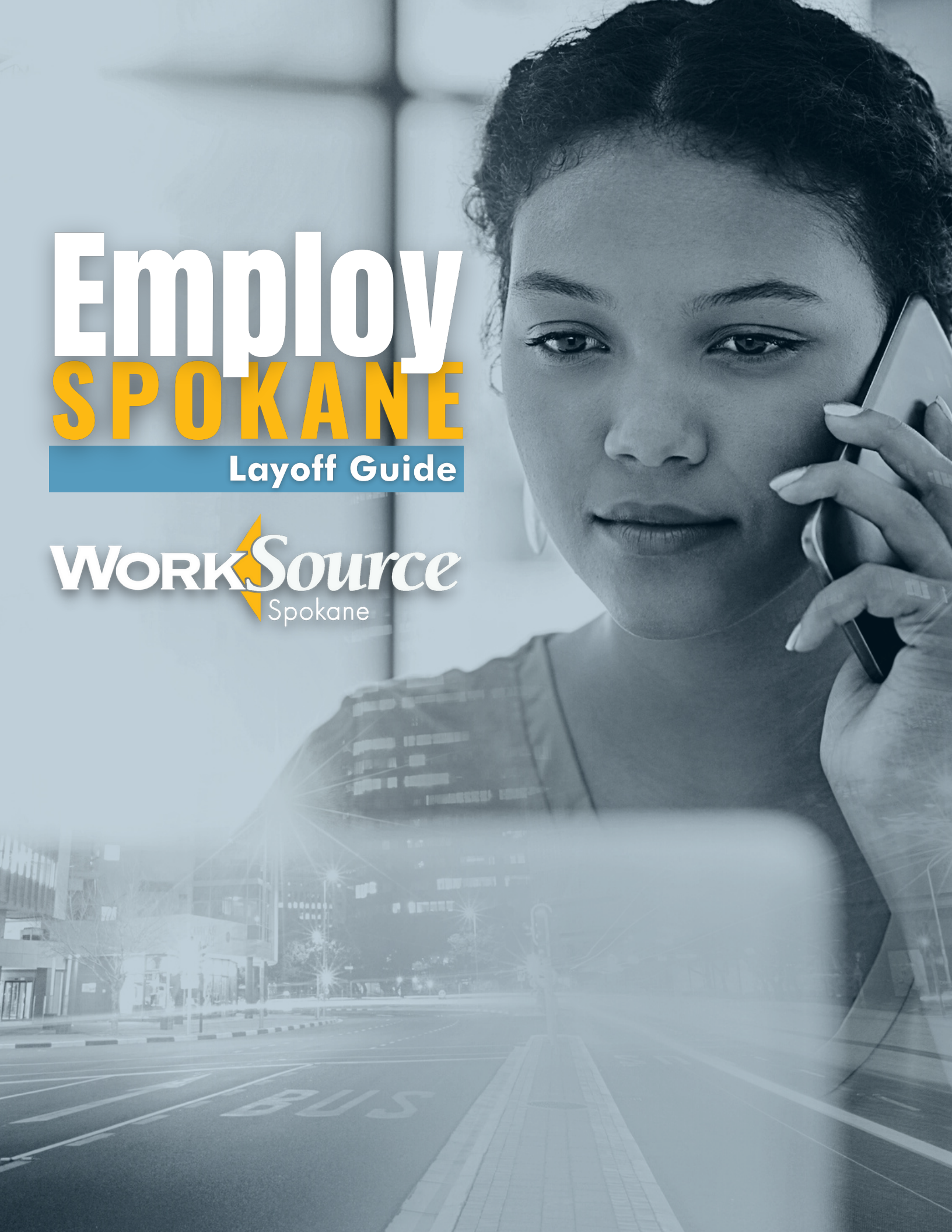


Employ SPOKANE

Layoff Guide

WORK  Source
Spokane



Career Coaching at WorkSource Spokane

Our team is experienced with assisting individuals impacted by a layoff to better understand available programs and benefits.

Contact us to schedule an appointment:



worksourcepokane.com
(509) 532-3120
wsspokane@esd.wa.gov

We will assist you with the following:

- Develop a step-by-step career plan
- Transfer, train, or target new career pathways
- Identify areas of interest through workshops and assessments
- Learn about hiring events

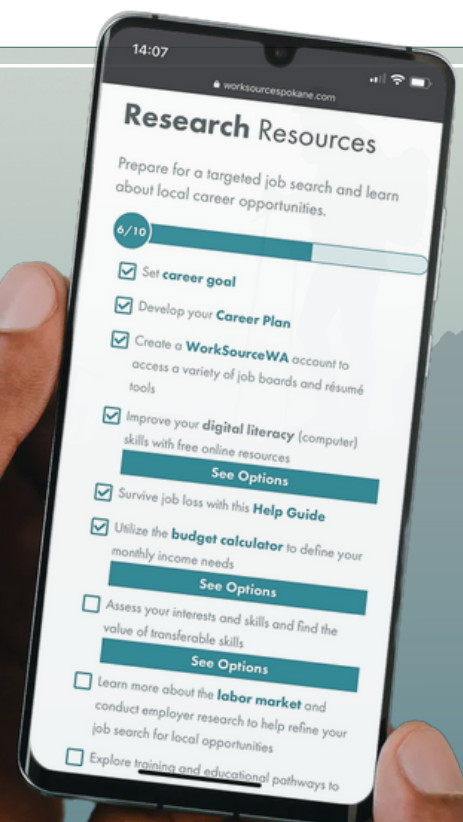
And much more...



An exclusive, self-paced virtual career adventure that gives you control of your re-employment journey.

- Career planning guide
- Explore training & learning pathways
- Job log trackers
- Templates to create résumés
- Interview techniques and tips

**Sign up for our free virtual career coaching platform:
WorkSourceSpokane.com/career-quest**



WorkSource WA Statewide Account

The instructions are provided by our proud partners at the Washington State Employment Security Department.

Check your unemployment claim details and wage information online.



Visit esd.wa.gov

Select "sign in" or "create account" to get started!



**Employment
Security
Department**
WASHINGTON STATE

The Employment Security Department is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washing Relay Service: 711

Individuals with limited English proficiency may request to the department free interpreter service to conduct business with the department.

THREE EASY STEPS

1

Create a Secure Access Washington (SAW) account at esd.wa.gov.

Select the [Sign in or create account](#) link from the ESD home page. Follow the instructions to [Create new account](#).

2

Answer a few questions to verify your identity.

Don't rush through the ID verification questions. If you answer incorrectly, the system will not recognize you.

3

Confirm your device.

You'll do this by entering your telephone number and selecting three challenge questions. Click [Finish](#).

GO!

You are ready to start!

Select either [Apply for unemployment benefits](#) or [manage your current and past claims](#) or [Look up your past wages](#).

If you run into problems creating a new SAW account:
Call (855) 682-0785

STOP!

Before you call, try closing your browser and waiting 15 minutes. Then try to sign in again.

Double-check your username, password and your answers to the ID verification questions.

Two Websites, One Purpose

Both websites are dedicated to connecting you to the resources and support available as you explore your next career opportunity.

Spokane Website

Local resources, support, and services available to you!

Hiring events

View our events calendar and stay informed of our large-scale community job fairs, featured employer showcase events, and industry-specific job fairs.

Assessments and workshops

Understand what makes you unique and valuable through our assessments and exclusive workshops.

Training opportunities

Gain new skills through credential-based training programs, whether short-term, long-term, or online programs. Scholarships may be available.

Statewide Website

Washington State's largest online job search engine!

Create an account

Explore thousands of jobs or make your résumé visible on Washington's largest job search engine.

See next page for instructions!

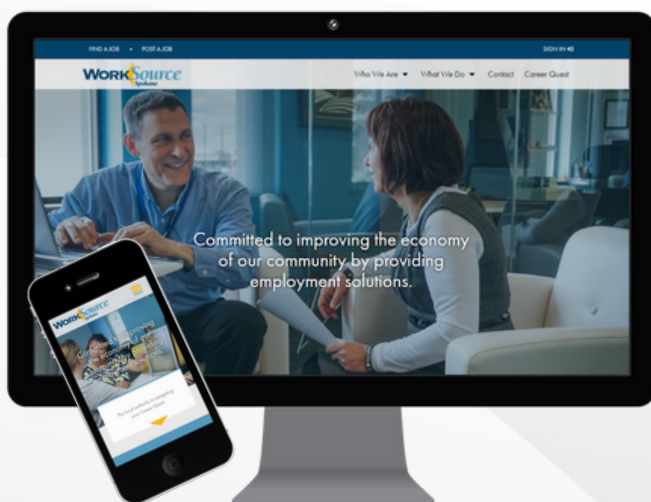
Share your résumé & network

Develop, upload, and store your career documents online to conveniently and easily apply for jobs.

Occupation information

Discover the occupations and industries that are emerging, and utilize the budget calculator to determine your salary range.

WorkSourceSpokane.com



WorkSourceWA.com



Opportunities & Events

Activities to help with your training & employment journey!

Assessments

There are a variety of tools and assessments available to help you target your next opportunity.

- Assess your motivations, interests, and skills
- Identify your key strengths
- Gauge your digital skills and earn a certificate of completion
- Evaluate your job readiness

WorkSourceSpokane.com/assessments

Hiring Events & Workshops

The online calendar connects you to our live workshops and hiring events.



WorkSourceSpokane.com/events

Pre-Recorded Workshops

Job Seeker Series

The fundamentals of preparing yourself for the job market is covered from end-to-end.

Professional Development Series

Sneak peeks of our multi-day workshops will guide the evolution of your new career.

Specialty Group Series

Created to support unique populations to successfully impact the job search.

Watch anywhere, anytime, and on any device!



WorkSourceSpokane.com/workshops

Health Insurance

Better Health Together offers free assistance with enrolling Washington State residents in health insurance. Their Navigators will walk you through the enrollment process.

To better understand your health insurance options, reach out to the Navigators at Better Health Together today.

Options may include COBRA (continuation of coverage through your employer), qualified health plans (with or without tax credits), or a program from the Washington Health Plan Finder (Washington State health insurance exchange).



Contact Better Health Together!



509.381.5565
509.321.7500
509.340.9008

betterhealthtogether.org/navigators



Unemployment Benefits & Claims

Our partners at the Washington State Employment Security Department (ESD) administer unemployment benefits and claims.

Here's how to apply:

Before getting started, you'll need the following:

- Social security number
- Complete work history for the last 18 months (each company, address, start/end dates).

Apply Online - Available 24 Hours

- Visit ESD.WA.GOV
- Select Unemployment tab
- Set-up your eServices account
- Payment: Direct deposit or prepaid debit card

Apply by Phone - Hours & Wait Times Vary

- Call 800.318.6022
- Hearing impaired customers: 800.365.8969
- Payment: Direct deposit or prepaid debit card

For questions or detailed assistance, please refer to the Unemployed Worker Handbook for more information.

Call 800-318-6022 to verify Claim Center hours or visit:

esd.wa.gov/unemployment/unemployed-workers-contact



Unemployment Benefits Calculator

Estimate Your Weekly Benefit

Step 1:

Sign into your eServices account at esd.wa.gov. Select "Look up your past wages". Write down the dollar amount of your two highest quarters.

Step 2:

Sign out of eServices and close the dialogue box. You are now back on the Employment Security Department homepage. From the homepage, select "Unemployment Benefits".

Step 3:

Scroll down to Step 3. Select "Estimate your benefit amount".

Step 4:

Enter your first and second "High Quarter" dollar amounts (from your past wages). Select Calculate.

This page was developed by our partners at Employment Security Department (ESD). All unemployment questions and concerns can only be addressed by ESD.

The screenshot shows the 'eServices' header with a link to 'Update your SAW profile and access services from other government offices by visiting SecureAccess Washington'. Below this is a section titled 'For yourself' with a blue bar. It contains links for 'Apply for unemployment benefits or manage your current and past claims', 'Send us a secure message' (with a sub-link 'Ask us a question through a secure messaging service'), and 'Look up your past wages' (with a sub-link 'See and print your Washington wages from the past two years').

The screenshot shows the 'Unemployment' section with a list of links: 'Unemployment benefits' (highlighted with a box), 'Basic eligibility requirements', 'Customer service one-stop', 'Pay a benefit overpayment', 'Report fraud', and 'Handbook for Unemployed Workers (PDF)'.

The screenshot shows the 'Step 3: After you apply' section. It includes a paragraph explaining that users will receive an 'Unemployment claim determination' and a link to 'Estimate your benefit'. Below this are links for 'Sign up for direct deposit', 'Sign up for a benefits debit card', 'How soon will payments start', 'See our jobs and training section', and 'Update your information'.

The screenshot shows the 'Estimate your own WBA' calculator. It includes instructions to identify the two highest quarters in the base year, key the total in the boxes below, and press 'Calculate'. A warning states: 'Keep in mind that this is just an estimate of your weekly benefit amount. Your actual weekly benefit amount may be different when you file your claim.' Below the input boxes are 'Calculate' and 'Clear' buttons. A table titled 'Examples of weekly benefit amount calculation' shows the calculation process for different wage averages. At the bottom, footnotes state: '*\$188 is the minimum weekly benefit amount payable.' and '**\$790 is the maximum weekly benefit amount payable.'

Average of two highest quarters	Multiplied by .0385	Weekly benefit amount
\$2,800	\$107.80	\$188*
\$7,100	\$273.35	\$273
\$10,508	\$404.59	\$404
\$21,000	\$808.50	\$790**



The path to a new career starts here.

Unemployment Benefits

- Apply for weekly insurance claims
- Select a health care provider

WorkSource Washington Account

- Create your profile and use the state's largest job search engine

WorkSource Spokane Resources

- Career coaching, workshops, assessments, and hiring events

We will help you through the process.



WorkSourceSpokane.com
Employment opportunities, on-demand!

WorkSource Spokane is a proud partner of the American Job Center Network and an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Translation services are available upon request to individuals with limited English proficiency. Washington Relay: 711