



Outplacement and Career Transitions Services April 13, 2012

Multnomah County is committed to providing a coordinated range of career development and transition resources to staff facing significant career changes including layoffs, full-time to part-time transitions, and bumping.

Along with access to group career coaching and, in some cases, individualized sessions (departmental HR staff will refer employees eligible for these services), we combine the expertise within the county to community resources in order to fully support staff as they navigate this time of transition, change, and uncertainty.

Our menu of offerings, resources, and services are specific to the needs of county employees and cover a range of topics. *County staff facing significant career change will be given preferential enrollment availability and access to these offerings.*

Career Development Toolkit

Success in the 21st century workplace means always being “job ready.” In addition to traditional workplace tools like career assessment, resume and cover letter assistance, and interviewing, we assist employees in navigating the multifaceted reality of the new workplace, one heavily influenced by technology (social media and the proliferation of information), a shifting economy, and a focus on “personal branding”.

Change Management Strategies

Transition can be a confusing and frightening experience, even for employees not facing involuntary change. Families, workplaces, and friendships are affected. Change Management resources—in the form of classes and expert coaching to teams of managers and employees—help staff to adjust as individuals, co-workers, friends, family members, and supervisors.

County and Community Resources

Accessing all of the resources available during transition can be an overwhelming process. Drawing on county and community resources, we help employees navigate both the myriad of support systems in place within Multnomah County but also the range of regional resources ready to assist transitioning individuals.

Visit the [Career Transitions and Outplacement Page](#) on the [Talent Development Team Commons Page](#) for more information, links to resources, and a chance to enroll in ongoing learning opportunities (online and in-person). Contact Steven Joiner (steve.joiner@multco.us), Career Transitions and Outplacement Consultant, for additional questions.

Service	Target Audience	Activities
Transitions Support Network	Staff directly affected by layoffs	<ul style="list-style-type: none"> • Ongoing networking and support meetings • Accessing group coaching • Attending presentations from community leaders
Oregon Layoff Resources	Staff directly affected by layoffs	<ul style="list-style-type: none"> • Accessing unemployment services • Understanding insurance • Utilizing union resources • Finding community support
County Layoff Resources	Staff directly affected by layoffs	<ul style="list-style-type: none"> • Understanding benefits and payroll issues • Tapping Employee Assistance Programs • Navigating the rehire, recall, and reinstatement processes
Career Assessment	All Staff	<ul style="list-style-type: none"> • Exploring career, skills, and personality tests • Articulating skills and experience • Aligning interests with future career goals
Job Readiness	All Staff	<ul style="list-style-type: none"> • Drafting resumes and cover letters • Honing interviewing skills • Creating proactive networks • Completing Online applications • Utilizing technology • Understanding the 21st Century Workplace • Exploring labor markets and hiring trends
Change Management: Staff	All Staff	<ul style="list-style-type: none"> • Managing stress and grief • Caring for yourself during transition • Having difficult conversations with family and friends • Managing finances amidst change
Change Management: Supervisors	Supervisors	<ul style="list-style-type: none"> • Leading change: saying goodbye then hello • Having difficult conversations with staff • Team building during transition

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