



### “Rapid Response/Trade Initial Contact With Employer” Template

Use the following template as a guide to obtain information from the employer. If all info can not be obtained in the initial phone contact, then DET staff should try to obtain the information on subsequent calls or during the face-to-face meeting. This info will allow DET to develop a strategic plan to assist the employer and the affected workers (apply for Trade, NEG, etc.)

This info should be entered into DJL MIS in the narrative section of the employer contact. This template can be cut-and-pasted.

1. Name of Company: \_\_\_\_\_
2. Company address (HQ and local):  
\_\_\_\_\_  
\_\_\_\_\_
3. Who is the local point-of-contact: **Name? Title? Phone? Location?:**  
\_\_\_\_\_  
\_\_\_\_\_
4. If not done already, will employer send a WARN? \_\_\_\_\_
5. What is the Industry? Could it be considered “manufacturing”? \_\_\_\_\_
6. Total number of employees at company? \_\_\_\_\_
7. Number to be laid off? \_\_\_\_\_
8. Are there shifts? (working hours?) \_\_\_\_\_
9. What is the layoff date or date-range? \_\_\_\_\_
10. What is the workers’ age range? \_\_\_\_\_
11. What is the workers’ education level range? \_\_\_\_\_



12. Is there ESL or other barriers? \_\_\_\_\_
13. Are there special needs? (disability) \_\_\_\_\_
14. What is the workers' salary range? \_\_\_\_\_
15. Will there be a severance package? \_\_\_\_\_
16. Will there be a "staying bonus"? \_\_\_\_\_
17. What is the average tenure of the workers? \_\_\_\_\_
18. Is there a Union? \_\_\_\_\_ If yes, what is the contact info: \_\_\_\_\_  
\_\_\_\_\_
19. Is there an outplacement company involved? Which? What services? Start/end dates? \_\_\_\_\_  
\_\_\_\_\_
20. Does the company think the layoffs may be due to Trade circumstances: \_\_\_\_\_
21. If yes to Trade, provide info to employer and ask ~ Does employer want DET to submit the petition on their behalf? \_\_\_\_\_
22. In summary ~ what is the level of assistance employer is willing to give or allow DET to give? \_\_\_\_\_
23. What is the workers' names, addresses, positions, and SSNs? **NOTE:** this info should be send via secure e-mail