“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: ____________


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

---

Rapid Response DGL – 05-04
Revised Jan. 31, 2006

Appendix O