

## Potential Services & Resources - Downsizing, Lay Off or Facility Closure

### Online Resources

- Oklahoma Works - <http://oklahomaworks.gov/>
- Rapid Responses Resources & information - <http://oklahomaworks.gov/rapidresponse/>
- Oklahoma Employment Security Commission – Filing Unemployment Information
  - [http://www.ok.gov/oesc\\_web/Services/Unemployment\\_Insurance/UI\\_Claimant\\_Info.html](http://www.ok.gov/oesc_web/Services/Unemployment_Insurance/UI_Claimant_Info.html)
- Workforce Tulsa - <http://www.workforcetulsa.com/employer-resources/>
- ChooseTulsa.com - <http://choosetulsa.com>
  - [www.facebook.com/choosetulsajobs](http://www.facebook.com/choosetulsajobs) fan page

### Services and Programs – On-site or Off-site

- Market Information Presentation
  - Pay Rates – by relevant job title(s) and/or Labor Market Information
  - Available Jobs – Demand Occupations and Area Power Sectors
  - Training Certificates or Credentials
- Finding a Job Presentations
  - Resume Writing, Interview Skills & Dressing for Success
  - Job Networking - in person and online
  - Navigating the differences; union, non-union, government, culture, industry, etc.
  - Online Job Search Tools; Indeed, Simply Hired, Tulsa World, Career Builder, etc.
  - Job Service Provider – Workforce Oklahoma, Job Transition Ministry, Tulsa City County Library, Goodwill Industries, Staffing Services, etc.
- Education & Training Presentations
  - Career Readiness Certificate, Certificate/Credential Opportunities, Prior Learning Assessments
  - Education Fair – adult fast track programs
  - Financial Assistance and Services
  - Career Interest Inventory or Skills Mapping of affected workforce
- Counseling Services
  - Navigating the emotions of being laid off
  - Change Management Specialist – counsels on grieving process, navigating transition and refers for more intensive services if necessary - Moves individuals on to job coach when appropriate
  - Credit Counseling, Financial Management & Planning
- On-Site Job Fair
  - Held on location or at a nearby facility with area employers interested in hiring

### Potential Resources via Employer

- Employee Assistance Program (EAP)
- Existing Assessments or Training Information of existing workforce
- Listing of affected employees with job title and areas of expertise
  - Contact information that would remain confidential until after employee separation was complete.  
Example release document for employees to sign available.
- Outplacement Services
  - What level of services will be provided? Will it differ based on hourly/salaried workers?

**For more information about the above services or resources please contact Denise Reid at  
[denisereid@tulsachamber.com](mailto:denisereid@tulsachamber.com) or (918) 560-0255.**



## Job Search & Networking Resources

### Tulsa Regional Chamber Programs & Services

- ChooseTulsa.com – [www.choosetulsa.com](http://www.choosetulsa.com) has openings through our partner the Tulsa World. Facebook fan page [www.facebook.com/choosetulsajobs](http://www.facebook.com/choosetulsajobs)
- InternInTulsa.com – [www.internintulsa.com](http://www.internintulsa.com) is a free resource for employers to post internship opportunities and has a “Hire Education” guide to assist employers with getting an internship program started
- Tulsa’s Young Professionals (TYPros) – largest young professionals organizations in the U.S. with 7,000+ members [www.typros.com](http://www.typros.com) – sign up to receive the newsletter with information about events and community involvement
- FinishForGreaterTulsa.com – resource to find your career interest and fast track or online education and training programs - [www.FinishForGreaterTulsa.com](http://www.FinishForGreaterTulsa.com)

### State & Federal Programs

- OKJobMatch.com - job matching system through state system <https://okjobmatch.com/>
- Workforce Tulsa – Workforce Oklahoma offers assistance to out-of-work individuals. Main office is located at 140002 East 21<sup>st</sup> Street – Eastgate Metroplex (918) 796-1200 [www.workforctulsa.com](http://www.workforctulsa.com) Link to events calendar that is filtered by region <http://www.oesc.state.ok.us/EventCalendar/SampleCalendar.aspx>
- Oklahoma Career Guide – <https://okcareerguide.kuder.com/landing-page>
- CareerOneStop is sponsored by the U. S. Department of Labor, Employment and Training Administration and provides tools to help job seekers, students, businesses and career professionals. <http://www.careeronestop.org/>
- Easy-to-use web-based resource that enables students, young adults, first-time workers and others to learn about careers through exploration of the Occupational Information Network (O\*NET) system <http://www.mynextmove.org/>

### Job Programs & Job Search Resources

- Tulsa World - <http://www.tulsaworld.com/classifieds/jobs/> sign up to receive updated job posting information
- WorkInBrokenArrow.com – locally powered job board provided through Broken Arrow Chamber of Commerce
- Craig's List - <http://tulsa.craigslist.org/> - employers utilize this site for recruiting
- Goodwill Industries - TulsaWORKS designed to assess participant's needs and the family's issues, to devise a plan based upon those needs, provide services necessary to train, place, and provide post-placement activities to improve job retention. <http://www.goodwilltulsa.org/gwt/TulsaWORKS2.asp> TulsaWORKS (918) 584-7291. *Who May Be Eligible for Government Benefits? Visit <http://www.govbenefits.gov/>*
- Tulsa Community WorkAdvance – workforce training program focused on transportation, manufacturing and healthcare (918)442-2200
- Job-hunt.org – great website for information about job search – great to follow on twitter too – [www.job-hunt.org](http://www.job-hunt.org)
- Resume-Help.org – [www.resume-help.org](http://www.resume-help.org) – they have a ton of templates and industry specific information
- Great online resource with job readiness training for college students, recent grads or individuals re-entering the workforce – includes a workbook with modules to complete - [www.jobstart101.org](http://www.jobstart101.org)
- CareerCast.com – [www.careercast.com](http://www.careercast.com) site dedicated to providing resources and information related job search

### **LinkedIn Groups**

- Tulsa Networking Professionals, Tulsa IT Job Leads, Tulsa Area Diversity Professionals Network, Oklahoma Project Boomerang & Tulsa's Young Professionals (TYPros) – there are also groups tied to professional organizations

### **Job Transition Services/Meetings**

- Overcoming Job Transition – resources and networking [www.ojttulsa.org](http://www.ojttulsa.org)

### **Tulsa City-County Library** - access to 750 computers - <http://www.tulsalibrary.org/jobhelp>

- JobNow – Live career help seven days a week - Online database access; Hoovers, D&B & Reference USA
- Learning Express Library – online course work for elementary, middle school, high school, college prep, college students, GED prep, Job Search & Workplace skills, Jobs & Careers, Skill Building for Adults, U.S. Citizenship, etc.
- Mango Languages – online foreign language courses including English as a second language

### **Additional Resources**

- **Tulsa Community College** career finder assessment and resources <http://www.fastforwardtcc.com/>
- **Dream It Do It** – career interest survey <http://www.dreamit-doit.com/content/toolkit/quiz.php>

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## Workforce Oklahoma

- Unemployment - [http://www.ok.gov/oesc\\_web/Services/Unemployment\\_Insurance/UI\\_Claimant\\_Info.html](http://www.ok.gov/oesc_web/Services/Unemployment_Insurance/UI_Claimant_Info.html)
- Check List – Unemployment Insurance
  - Apply immediately – claims start Sunday of the week application was submitted
  - Gather Information – social security number, name (include all prior names; maiden/married), mailing address, phone number, email address if applicable, alien registration, DD Form 214 if served in military in last 18 months and OK driver's license or ID card.
  - Employer information – last employer's name of business as it appeared on your pay check or W-2, complete mailing address with zip code and physical location, company's phone number and supervisor's name.
  - Employment history – name of all employers as they appeared on your check stub or W-2 form, employment dates and wages earned and frequency of pay periods.
- Tulsa Area Offices
  - Tulsa Eastgate Center (918)796-1200
  - Sand Springs Center (918)245-9544
- Tulsa Skyline Center (918)834-2300
- Sapulpa Center (918)224-9430
- Calendar of events by region <http://www.oesc.state.ok.us/EventCalendar/SampleCalendar.aspx>
- Area Job Fairs - [http://www.ok.gov/oesc\\_web/Services/Workforce\\_Services/Job\\_Opportunities/Job\\_Fairs.html](http://www.ok.gov/oesc_web/Services/Workforce_Services/Job_Opportunities/Job_Fairs.html)
- Oklahoma Works - <http://oklahomaworks.gov/>
- Workforce Tulsa – job seeker resources <http://www.workforcetulsa.com/job-seekers>

## Job Search Tools & Resources

- ChooseTulsa.com – [www.choosetulsa.com](http://www.choosetulsa.com) has openings through our partner the Tulsa World.
- Indeed.com - <http://www.indeed.com/> and Simplyhired.com - <http://www.simplyhired.com/>
- Job-hunt.org – great website for information about job search – great to follow on twitter too – [www.job-hunt.org](http://www.job-hunt.org)
- Resume-Help.org – [www.resume-help.org](http://www.resume-help.org) – they have a ton of templates and industry specific information
- CareerCast.com – [www.careercast.com](http://www.careercast.com) site dedicated to providing resources and information related job search

## Networking & Employment Services

- Choose Tulsa Job's facebook fan page [www.facebook.com/choosetulsajobs](http://www.facebook.com/choosetulsajobs) "like" to receive job information
- Job Transition Ministry – multiple locations with speakers and networking opportunities [www.ojttulsa.org](http://www.ojttulsa.org)
- Tulsa City-County Library – Online free resources for job search assistance <http://www.tulsalibrary.org/jobhelp>
- Goodwill Industries of Tulsa – jobs and training resources [http://www.goodwilltulsa.org/gwt/Jobs\\_and\\_Training.asp](http://www.goodwilltulsa.org/gwt/Jobs_and_Training.asp)

## Career Exploration

- Oklahoma Career Planner by department of commerce <https://okcareerguide.kuder.com/landing-page>
- CareerOneStop is sponsored by the U. S. Department of Labor, Employment and Training Administration and provides tools to help job seekers, students, businesses and career professionals. <http://www.careeronestop.org/>

If you would like more information or resources related to displaced workers please contact Denise Reid at [denisereid@tulsachamber.com](mailto:denisereid@tulsachamber.com) or (918)560-0255.