

# POST-LAYOFF CHECKLIST

## (1-4 WEEKS AFTER)



### Tasks

### Date

	<b>Separation Agreements:</b> Track returned signed agreements and process severance payments within the required legal window (e.g., OWBPA revocation periods).	
	<b>Unemployment Claims:</b> Prepare to respond to state unemployment inquiries (Standard practice: do not contest RIF-based claims).	
	<b>COBRA Triggers:</b> Ensure benefits termination dates are accurate in the carrier systems.	
	<b>Survivor Pulse Check:</b> Launch a lightweight engagement survey or conduct focus groups 30 days out to gauge morale.	
	<b>Manager Pulse Check:</b> Launch a lightweight manager survey or conduct 1:1's to check in on your front line and identify risk areas or provide support where needed.	
	<b>Retrospective:</b> Debrief with the crisis team—what went wrong? What went right?	
	<b>Update Internal Docs:</b> Org charts, email distribution lists, and Slack channels cleaned up to reflect the new structure.	

