

## Context - what is this doc?

If someone shared this with you, they probably got the link from [Krista's blog post](#) or [Effective Immediately](#), and we recommend browsing either of those for the full picture. If that's too long, the tl;dr is:

We-- the four author/editors of that post and this document (and the docs within it), and former Triplebyte employees-- led an outplacement team to support fellow recently laid-off colleagues, and this is a very brief summary of that work as a starting point for others to offer similar help (usual legal disclaimers apply-- check with your CYA people before proceeding).

How should you do it? Here are the high-level basics:

- **Appoint a dedicated team** to be accountable for post-layoff support-- and to keep others accountable.
  - Whether or not the appointed team is among the laid-off, add an executive champion who will remain to track outcomes-- ours is Triplebyte's VP of Operations.
- **Be useful:** connect affected folks to other companies and resources, separate signal from noise, report updates and proactively adapt to the needs of the affected folks.

*If you have questions or comments about this doc or topic, you can reach out to Eben, Kevin, or Krista at [effectiveimmediately3@gmail.com](mailto:effectiveimmediately3@gmail.com).*

## Ways to be useful:

- **Assign affected individuals to designated team members** so 1) each laid-off individual has a go-to person accountable to them, and 2) we keep track of everybody's progress more easily without risking leaving anyone behind or overburdening one person.
- **Check in regularly**-- individually and as a group.
  - Your first call should be 1:1 to ask: how they're doing today, if they want support, describe available services, and solicit other ideas to help them. If they want support, follow up at least 1x/week or more often as needed.
  - Group check-ins can be focused on the job search, like office hours, and social happy hours. We recommend both.
- **Establish group and outplacement team communication channels.** We made a job search channel in an ex-Triplebyte Slack workspace, an internal outplacement team channel, and also had a text group and Discord channel (having multiple channels was annoying and we had to be careful to cross-post info so no one missed anything, but this helped group information reach everyone based on their preferred method most effectively).
- **Get appropriate consent and make available for folks to fill out (templates available [here](#)):**
  - A personal contact info form (for remaining employees + laid-off folks, which populates into a single spreadsheet).
  - A job interest questionnaire (the resulting spreadsheet to be shared with hiring networks)
  - An optional form to request specific referrals from CEO/other leaders to their network.
- **Provide specific job search support:**
  - Review resumes - Kevin Landucci's [How to make a resume that doesn't suck](#)
  - Build & distribute a resume book zip file (remember to get consent to distribute!)
    - All resumes as a single pdf

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Layoffs are hard. Help each other— [Effective Immediately](#)

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- Individual resumes labeled by name with same file name format
  - Tagline pdf
- Workshops
  - Behavioral Interviewing (see tips below from Kevin)
  - Eben Dower's [Leveraging Networks](#)
  - Observe trends/themes and hold space as needed (office hours, etc)
  - Cover letter review - [Four Horsemen of the Apocalypse Cover Letter Guide by Kevin](#)
- Continue to feed resources, links, trends, opportunities
  - Identify/share external resources, webinars/workshops, etc.
  - Jordan Helsloot's [Getting a job in the apocalypse](#) (includes link to his new negotiation Slack community)
  - Kevin's [How to get a job in 90 days](#)
- Email a weekly update to report on progress and highlight next steps: [example from Krista](#)

### **Kevin's tips for running a behavioral interview workshop**

- Make it pot luck style - everyone brings 1-3 questions they want to work on.
- If somebody comes but doesn't bring any questions, that's cool too, because the group can fire random questions at them and the end result is the same.
- Set a timer, so everyone can get their reps in.
- It was round-robin style for feedback, after each person it was opened up to the group ; like "What feedback do we have for Jack? What deserves praise? What could use some polish?"

### **Ideas I might try next time**

- Limit the number of participants to ~5. Big groups on Zoom mean people can "hide." This takes away from the group. Smaller intensive groups get more work done.
- Maybe make it more structured. Maybe do a package of workshops - the first one is just working on the two questions you'll hear about in an interview 1. "tell me about yourself", 2. "tell me about your work at Triplebyte", and then have a second one where people bring their own questions they want to work on. That way you cover the basic fundamentals first and then build from there.