

Company Layoff Labels-B2

First Issued: 1/15/2007.

Modification (2/11/07): Changed dimensions to improve fit.

Parameters: **Layoff ID, Company Name, Start Date, Region.** Note that a layoff ID may be associated with multiple variations on a company name, but that the pick list for this parameter will only display one, even though all associated company names will be selected for the report, i.e., a layoff ID only needs to be selected once. To see a comprehensive list of companies associated with a layoff ID, or to find the layoff ID by company name and location, please run the report called "**Layoff IDs and Related Companies**", which will show you all companies with layoffs completed sometime within the last year (from today's date). The Company Name parameter will allow you to enter the keyword of one company that will pick up records where there is no layoff ID entered in the job history record. This means that even if you choose multiple companies when choosing the layoff IDs, you will only be able to enter one of them for this parameter. Be sure NOT to leave this parameter blank, however, as that will cause the report to attempt to evaluate all closings statewide.

Parameter Lists of Values Updated: 4/15/07. If you wish to update the parameter list, you can call the report developer, or you can run the report called "**Layoff IDs and Companies-Pick List**". The picklist report would then have to be exported to a text file, quotes removed, and then imported as the new pick list.

Key Features: This report is intended for outreach to customers who are newly laid off and may not yet be enrolled in a career center specific or general program, although they may have been served by Rapid Response or visited a career center. This report shows the names and addresses of former (or soon to be laid off) employees according to region where they are receiving services. Customers will only appear if they filled out a job history and if their job history identifies the company as having an appropriate layoff ID or their former company name includes the selected keyword or keyword phrase and if they have no job end date or their job end date is greater than or equal to the selected start date for the report. Services are also required to be greater than or equal to the start date. Thus the start date selected should reflect the earliest date that people may have been laid off. Active program enrollments (made by any local office) are shown. The names and addresses will match the customers listed in the "**Company Layoffs-Workers Receiving Services**" report, if the same parameter values are used in each report.

The report can be run by specific region or for all regions in which customers have received career center services. Rapid response customers will appear when "All" is selected for the region parameter.

Report Run Times: A few minutes to 30 minutes, depending upon the number of customers.

Report Feedback: This report has been tested for accuracy; however, we encourage your feedback--if you get unexpected results or have other suggestions, please contact the report developer below.

Employer Name

Employer Name

No. of Labels: 224

Type of Labels: Avery 5260 (3 x 10)

FIRST NAME LAST NAME
ADDRESS 1
CITY, STATE ZIP

FIRST NAME LAST NAME
ADDRESS 1
CITY, STATE ZIP

FIRST NAME LAST NAME
ADDRESS 1
CITY, STATE ZIP

FIRST NAME LAST NAME
ADDRESS 1
CITY, STATE ZIP

FIRST NAME LAST NAME
ADDRESS 1
CITY, STATE ZIP

FIRST NAME LAST NAME
ADDRESS 1
CITY, STATE ZIP

FIRST NAME LAST NAME
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FIRST NAME LAST NAME
ADDRESS 1
CITY, STATE ZIP

FIRST NAME LAST NAME
ADDRESS 1
ADDRESS 2
CITY, STATE ZIP

FIRST NAME LAST NAME
ADDRESS 1
CITY, STATE ZIP

FIRST NAME LAST NAME
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