

Our campus is faced with both a number of terminations and notices of non-reappointment for academic staff as well as layoffs of civil service employees. We know that employees are concerned about losing their jobs, taking salary reductions or relocating to other positions on campus.

In an effort to assist employees during this stressful time, the Personnel Services Office, in cooperation with the Campus Academic Human Resources and the Faculty Staff Assistance Program Offices, has developed the Career Transition Assistance Program (CTAP) to provide these employees with the tools and resources needed to effectively transition to future employment.

CTAP offers:

- 1) Workshops that provide an overview of the layoff and terminal contract processes and the effect they have on employee benefits such as insurance, retirement, and unemployment compensation
- 2) Workshops on job search skills and techniques such as resume writing, interviewing techniques and managing stress
- 3) Access to online employment and training resources
- 4) Access to resume-building software to create resumes and cover letters
- 5) Access to University and community job search resources

Academic professional employees in your unit who have received notices of non-reappointment for budget or programmatic reasons should have received an invitation to the CTAP from the Office of Academic Human Resources. Please encourage them to attend. There are sessions scheduled for this month, and there will be additional ones scheduled for later in the summer. Please call the Personnel Services Office at 333-2136 for session dates and times and to register for a session.

The workshops will include stress management sessions conducted by the Faculty Staff Assistance Program (FSAP) for both civil service and academic staff who are losing their jobs. The sessions are held at the FSAP office at 1011 West University Avenue, Urbana. Sessions are being offered from 1:30 p.m. to 3:00 p.m. on July 27 and 29 and August 5 and 18.

Academic employees may call the Office of Academic Human Resources, Deborah Stone or Mary Ellen O'Shaughnessey, at 333-6747, for further information and assistance.