**Outplacement Services**

**Frequently Asked Questions (FAQs)**

Summit DD has contracted with CareerCurve to provide outplacement assistance to employees. [**Renee LaFountain**](mailto:%20rlafountain@summitdd.org) **or Cindy Scott from Human Resources will contact you at the appropriate time to explain this benefit in more detail including how services are accessed and offered.** Career Curve provides results-based, coach driven full outplacement/transition services until you land a new job.

**When am I eligible for outplacement services?**

Each employee who experiences a change in classification (job title) or a loss of employment will be eligible for outplacement services. Renee LaFountain or Cindy Scott will contact you to let you know that you are eligible, that we have provided your information to CareerCurve, and a representative will be contacting you. Once you are eligible, when you choose to “engage” with CareerCurve depends on your preferences, circumstances and interests. Each employee will be eligible only *once* during the transition period of 2016-2019.

**What do you mean “engage”?**

* A CareerCurve representative will contact you to explain your options, and their services, in more detail. During this initial conversation, the CareerCurve coach will explain what “engage” means and its requirements.
* They will also explain other options such as delaying engagement to a later time (which might be appropriate if you bump into another position.)
* You are not required to utilize these services; they are offered as a benefit option. However, if you plan to use services, you are required to engage with CareerCurve no later than 60 days after loss of employment.

**How long do outplacement services last?**

Outplacement services continue until you “land” which is typically defined as finding employment, deciding to retire, or enrolling/re-enrolling in school. Outplacement services also end if you become inactive (do not communicate with your CareerCurve coach or maintain regular correspondence for two or more months.)

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