

INVOLUNTARY LAYOFF QUESTIONNAIRE

NAME: _____

DATE: _____

Please answer all of the following to the best of your ability. If a question does not seem to apply to you, move on to the next one.

1. Provide your employment history with the employer (Respondent) as follows:
 - a. Date of hire: _____
 - b. Position/Title at time of hire: _____
 - c. Position/Title at time of layoff: _____
 - d. Date you were selected for the job you held at the time of layoff: _____
 - e. Name of Section/Department at time of layoff: _____
 - f. Name and title of your immediate supervisor at time of layoff: _____

2. Describe how you were notified of your layoff:
 - a. Was there any preliminary notice to employees that the company was downsizing, that there would be layoffs, etc.? _____ Were all employees given this preliminary notice? _____
 - b. What explanation was given to you as to the reason(s) for the layoff? _____

3. On what date were you told that you would be laid off? _____ When was this to become effective? _____

4. What is the name and title of the person who informed you of your layoff? _____

5. Do you know whether the person named in Question #4 above is the same person who made the decision to lay you off? _____ If not, and you know who the decision maker is, provide that person's name and title. _____

6. Were you given any explanation of how the employer would determine which employees would be laid off? _____ If yes, describe how that determination would be made:

7. If the standard used by your employer for determining who would be laid off is an objective standard, (e.g., seniority, productivity, volume of sales, etc.) did your employer follow the standard as stated? _____ If not, please explain your reason for believing this and provide any supporting material. _____

8. If your employer said that layoffs were determined on the basis of performance, is performance documented by means such as manual or computer generated sales records, productivity reports, etc.? _____ If yes, describe the type(s) of reports generated. If there are no such reports or listings, explain to the best of your knowledge how the employer keeps track of performance-related matters: _____

9. If your employer said that your layoff was based on your poor performance, did you have performance problems to the extent claimed by your employer? _____ If not, what is your version of your performance record and how can this be documented? _____

10. Describe your last two performance reviews, to include the overall rating, any specific area(s) of negative comments, the approximate of each review, and the name and title of the person who gave you each review: _____

11. Do you have any reason to believe that performance was not a standard for determining layoffs? _____ If so, explain why you believe this: _____

12. If your employer did not state any standard, what do you believe are the criteria that were used? _____

13. Do you know who else was laid off by the decision maker who laid you off? ____ Provide the name and title of each such person and identify by the relevant EEO category (i.e., if you are claiming age discrimination, by his/her approximate age; if race discrimination, by race; and so forth). If there are employees under the same decision maker who were not laid off, similarly identify each of them: _____

14. On what basis do you believe that you were discriminated against? (Check all that apply)

Race____ Color____ Religion____ Sex____ National Origin____ Age____

Disability____ Retaliation____ Other____ (If other, please specify)_____

Why do you believe this basis(es) was a factor in the decision to lay you off?

15. Was your layoff conditional on your not being hired by another department or branch of your company? ____ If so, what was your employer's stated policy for providing opportunities for transfer? _____

16. If your employer assumed the responsibility for searching for other employment opportunities for persons threatened with layoff, did the employer actually conduct a job search? _____ To the best of your knowledge, was such a search made for all employees, only a few, or none? _____ How do you know what efforts the employer made? _____

17. If it was your responsibility to search for internal employment opportunities, did you conduct such a search? ____ If yes, what means did you use to do so? _____

What were the results of your search? _____

If no results, why not? _____
