**Checklist: Redundancy transition and outplacement support**

*This resource was created in partnership with* [*Lynn Burman*](https://www.linkedin.com/in/lynn-burman-47156018b/?utm_source=Breathe%20HR%20redundancy%20toolkit&utm_medium=referral&utm_campaign=Breathe%20redundancy%20content)*, Commercial Director at* [*Clover HR*](https://www.breathehr.com/en-gb/partners/hr-consultancy-directory/clover-hr?utm_source=redundancy-toolkit&utm_medium=referral&utm_campaign=redundancy)*: an expert HR consultancy and trusted Breathe Partner. It’s intended as a general guide only. For the latest legal advice on redundancies, check out the full explainer from* [*Acas*](https://www.acas.org.uk/redundancy)*. And if you’re considering a redundancy – or need HR advice of any kind – it’s always best to speak to an employment law specialist. You can* [*get in touch with Clover HR here*](https://www.cloverhr.co.uk/contact/?utm_source=Breathe%20HR%20redundancy%20toolkit&utm_medium=referral&utm_campaign=Breathe%20redundancy%20content) *or find additional support through our* [*Partner Directory*](https://www.breathehr.com/en-gb/partners/hr-consultancy-directory?utm_source=redundancy-toolkit&utm_medium=referral&utm_campaign=redundancy)*.*

When employees are made redundant, their employers are required to take reasonable steps to help them through the transition and find alternative work. This checklist suggests ways that employers can do so, both before and after the redundancy takes place.

None of the options this checklist introduces are compulsory, and no employer is required to offer all the support suggested. Nonetheless, these options are effective ways to demonstrate your compliance and provide valuable support to employees facing redundancy.

* **Helping employees during the redundancy process:**

*While the process is taking place, there are several steps you can take to help and support those employees under consideration for redundancy:*

* Offer support such as financial advisors or counsellors who can help employees going through the redundancy process.
* Designate a clear point-of-contact in the organisation who employees can come to for help, questions, guidance and support.
* Organise regular check-ins between ‘at risk’ employees and managers and/or HR representatives, creating a proactive channel of communication.
* Provide access to digital learning tools that employees can use to upgrade their skills while the process takes place.
* Offer funding for training or certification opportunities.
* Enable ‘at risk’ employees to take time off to look for alternative employment.
* Explain what additional employment opportunities are available in the organisation and what skillsets they may be a good match for.
* **After redundancies have been confirmed:**

*When the final decisions have been made, there are several other steps you can take to ease the employee’s transition out of the company and help them find new work:*

* Give employees compelling character references.
* Post on social media or in private communities, asking for relevant job postings and offering to make referrals.
* Provide redundant employees with access to an outplacement service, which can offer resources, support and guidance, which is specifically designed to help redundant employees find new work.
* Ask continuing employees to reach out to their redundant colleagues, offering support and suggesting potential jobs they’ve seen elsewhere.
* Offer emotional and financial support to redundant employees.
* Consider what contacts in your network might be able to help with career coaching, CV writing or alternative employment for affected employees.
* Provide access to online skills training or other relevant resources.
* Refer redundant employees to recruiters, job boards, private communities or specific job adverts.
* Inform employees of free services like the Government’s [Rapid Response Service](https://www.gov.uk/redundancy-your-rights/get-help-finding-a-new-job) that can help individuals find new work.
* Consider what goodwill gestures the company might like to make to thank staff for their service.

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