CAREER TRANSITION FOR SUPPORT STAFF
University of Alberta

COUNSELING SERVICES
In today’s fast paced world, maintaining good mental health and physical well-being during times of job loss, can be difficult. Having the opportunity to speak confidentially with someone about emotional issues and setting goals can assist you in making the transition to a new career. As long as employment status continues (i.e. during a notice period) costs for psychological counseling will be covered.

Psychological counseling services will also be extended to the individual post termination to assist in dealing with the situation if requested. It is generally expected that three sessions post-termination will be sufficient. Where additional support is necessary, Human Solutions, the University’s EFAP provider, will complete an assessment of needs and provide HPaWS with a written treatment plan for approval. The service is available for a three month period post termination.

CAREER COUNSELING
Depending on individual need, career counseling can provide assistance with any of the following: exploration of career possibilities, suitability of fit for other employment positions, job search and entrepreneurial skill and goal setting. Staff members can access up to two hours of career counseling.

RESUME WRITING, INTERVIEW PREPARATION
While these are not services provided directly by the University’s EFAP provider, if requested, Human Solutions will provide the staff member with a list of resources and community services available to assist in resume writing and interview preparation.

FINANCIAL CONSULTATION SERVICE
Financial consultants can assist by providing information that will allow for better informed spending, saving and debt management decisions. The service provides a combination of a comprehensive assessment, a personalized information package, and/or consultation with a financial expert to assist in making calculated decisions regarding how to best manage money and debt. Up to two hours of financial consultation will be available to staff members.

E-LEARNING OPPORTUNITIES
Human Solutions offers a wide range of e-learning opportunities that are self-paced, self directed and include printable information and exercises. Topics relating to Career Transition include; Taking Control of Job Loss and Transition, Embracing Workplace Change, Taking Control of Your Money and Responsible Optimism.

To access any of the EFAP services listed above, please contact Human Solutions directly at 780.428.7587 or www.humansolutions.ca. Please advise Human Solutions at the time of the call that you have been affected by a position disruption / lay-off.