

Recall and Promotional Outplacement Instructions

Recall

Pursuant to 11 IAC 60.3(6), recall is a process of referring names of employees who have been laid off for priority hiring consideration by agencies. Merit-covered employees are eligible for recall for one year, and only to the classification and employing unit from which laid-off. You will be placed on recall for your layoff class without any action needed on your part. However, you will need to have a current profile and resume on file in the NEOGOV applicant tracking system if you choose to apply for vacancies.

SPOC covered employees are eligible to be recalled in accordance with the terms of the SPOC collective bargaining agreement.

To create or update a profile in NEOGOV, go to <https://www.governmentjobs.com/careers/iowa> and click on SIGN IN in the upper right corner.

Promotional Outplacement

Pursuant to 11 IAC 54.2(4), employees who have been laid off are eligible to apply for promotional vacancies for a period of one year from the date of layoff.

You are encouraged to contact the DAS-HRE Statewide Recruitment Coordinator to discuss your situation and qualifications to help you target your search.

For assistance, please contact:

- Ericka Acosta, Statewide Recruitment Coordinator at phone: 515-725-2095 or email ericka.acosta@iowa.gov.

Additional assistance is available through Iowa Workforce Development with an **Iowa WORKS Center** location near you.