

Layoff Warning Signs Checklist



Use this list to identify potential warning signs of organizational changes. While a few checked items don't guarantee layoffs are coming, multiple signs across different categories suggest it's time to prepare. Review periodically and use it to make informed decisions about your career.

Financial Signs:

- ☐ Corporate earnings are flat or declining
- ☐ You can't cite specific numbers about company performance
- ☐ Important clients have left the company
- ☐ Stock price is declining consistently
- ☐ Management is pushing for cost-cutting
- ☐ Department budgets are being reduced
- ☐ Poor financial performance compared to industry peers

Company Activities:

- ☐ HR department is working unusual hours
- ☐ Frequent closed-door meetings with senior management
- ☐ Merger or acquisition announced or rumored
- ☐ Training programs are being scaled back
- ☐ Promotions are being delayed or frozen
- ☐ Travel approvals face new restrictions
- ☐ Expense reimbursements are delayed or scrutinized
- ☐ It's near a historical layoff period for your company
- ☐ Hiring freeze is in place

Layoff Warning Signs Checklist



Departmental Changes:

- ☐ Your performance review was unexpectedly negative
- ☐ Manager requests more detailed reports than usual
- ☐ You're asked to document all processes and procedures
- ☐ Your boss is showing unusual interest in your daily tasks
- ☐ Communication from leadership has decreased
- ☐ Team morale has noticeably declined
- ☐ You're experiencing unusual social distance from management
- ☐ Previously engaged teams seem disengaged
- ☐ Your department is behind on deadlines

Project Status:

- ☐ Projects are being cancelled or postponed
- ☐ Time tracking is more strictly enforced
- ☐ Unexpected performance reviews are happening
- ☐ Teams must justify their headcount
- ☐ Work is being redistributed
- ☐ Project priorities keep shifting unexpectedly
- ☐ Workload has significantly changed
- ☐ New projects face unusual delays in starting
- ☐ Contractors are told to "take some time off"

Layoff Warning Signs Checklist



Administrative Changes:

- ☐ IT is conducting unusual system audits
- ☐ Security protocols are being modified
- ☐ HR requests updated contact information
- ☐ Unplanned company-wide meetings are scheduled
- ☐ Remote work policies are changing
- ☐ Expense policies are being tightened
- ☐ Severance policies are being reviewed

Industry & Market Signs:

- ☐ Similar companies are conducting layoffs
- ☐ Industry consolidation is happening (mergers & acquisitions)
- ☐ Your company is losing market share
- ☐ Negative media coverage is increasing
- ☐ Marketing spending has decreased
- ☐ Office space is being reduced
- ☐ Suppliers can't reach finance department
- ☐ Invoices are frequently "lost" or delayed
- ☐ Supplier payments are consistently late

For more help, visit our Layoff Survival Guide:
www.manager-tools.com/layoff-survival-guide

