

WHAT IS A CONFIDENTIAL JOB SEARCH?

Tips For Looking For A New Job While Employed

1. Keep your job search and work separate

Don't use company resources (phones, internet, fax, copier, mail room) or time for your job search. It's best to stick to your home and cell phones for your job search. Only make work-hour calls when you are on a break or at lunch—away from the office. Resist updating your resume, answering calls from potential employers and scheduling interviews during office hours. It's best to just not let your job search enter the office, period.

2. Don't tell anyone at work that you're looking

Confiding in someone at work can blow your cover. You take the chance of the news leaking out to the rumor mill or someone could overhear your conversation. If you just have to tell someone, tell your non-work friends.

3. Let prospective employers know that you want to keep your job search confidential

Ask potential employers not to contact your current employer before you have had the opportunity to talk to them first; that you are keeping your search private until a final decision has been made.

4. Schedule interviews around your work schedule

It's best to schedule interviews before or after work hours or on the weekend. If your interviewer isn't flexible with scheduling, use vacation or personal days for interviews.

5. Watch what you wear to work

If you often wear casual attire for work and one day show up in a suit, it becomes suspicious. Instead, identify an alternate place to change—in your car or in the restroom at your destination.

6. Stay focused on your current job performance

It's easy to get absorbed in your job search and let your work performance slide. Keep working as hard as you can and stay focused on your current responsibilities. Your salary is still being paid and you owe it to your current employer to remain productive. This is also a great way of showing gratitude and respect to the company that helped to mold your skills and gave you an opportunity.

7. Don't use co-workers or supervisors as references

Use former employers or co-workers instead. (The exception would be if your company is downsizing.)

8. **Don't mention your job search in social media**

Don't launch any digital posts regarding your job search without thinking about the trail you leave behind. Recognize that everything you do may be noticed online. It's understandable that you need to distribute your resume to open leads, but thoroughly research each opportunity before you apply. It's recommended to not post your resume on online job boards. If others can see your resume, so can your boss and colleagues. It is a "catch 22", but just be aware that it can potentially cause an uncomfortable situation at work.

9. **Make sure your LinkedIn profile is up to date**

If it's been a while since you looked at or used your LinkedIn account, take the time to do so. Update your profile if it needs it; being sure to include any volunteer activities, earned certifications or recent accomplishments since your last update. Post a current professional profile photo. Be cautious when connecting with recruiters—your network sees that too and it could create alerts. The best thing to do is to turn off your activity feeds to your connections (found in your account settings).

10. **Never "bad mouth" your current employer**

Speaking badly of your company or supervisor won't get you the job. Keep the interview positive and focused on what you bring to the table.

11. **Always be honest if you are confronted by your current employer**

There may be a time when your boss directly asks if you are searching for a job. The straightforward answer is:

*"I periodically compare my current opportunity against the rest of the world and I'm still here."**

Convey why you like your job and suggest where your role could use some new responsibilities or special projects. Never use the conversation to say you are unhappy and are looking to leave. You could find yourself leaving sooner that you had planned.

**from job-hunt.org*

12. **Don't make your job search more difficult by quitting the job you have**

Your current job makes your job search easier because it makes you more desirable as a job candidate. Employers' assume there is a "reason" you aren't employed—either related to your performance, capabilities or something else that isn't apparent. Keep focused on the job you are being paid to do. The best employees work to finish strong and leave on a positive note.

If you found this useful, check out the other helpful resources and workshops available at our Workforce Resource Center.

On our website, www.loudoun.gov/wrc click on "Calendar and Workshop Schedules" in the left sidebar menu to view the current workshops being offered.

Resources used:

- livecareer.com
- huffingtonpost.com
- theladders.com
- hcareers.com
- workcoachcafe.com
- job-hunt.org
- money.usnews.com
- brazen.com
- cio.com
- theundercoverrecruiter.com