



The Dos and Don'ts of Discreetly Searching for a New Job

Job searching is difficult, but when you're searching while currently employed it can get even more complicated! If your current employer catches wind of your intentions, they may question your loyalty to the company, so it's important while looking elsewhere that you use discretion. Here are some dos and don'ts to discreetly search for a new job.

Do specify to potential employers that you appreciate them using discretion with your application/resume.

Explain this on your application and/or cover letter. Also, if an application asks for your current supervisor's contact information, avoid listing it. Sometimes applications can get passed around, and the fact that you don't want your current employer contacted may not get passed on with it.

Don't tell co-workers that you're looking outside the company.

Mums the word. Even if you absolutely trust your co-workers or other company employees, don't say anything. You just never know.

Don't post it on your social networking sites.

Even though you may want your friends to keep their ears open for other opportunities, don't post your **job searching** intentions for everyone to see.

Don't search at work.

Aside from it being unethical, it is also a good way to get caught. Many companies have software that allows them to look at employees' computers and their histories. The last thing that you want them to see is a bunch of **job search websites**.

Don't list work contact info.

Avoid giving out your work phone number and email address. Opt for your cell phone and personal email address.

Do choose your references carefully.

It can be hard to decide on good references when you are conducting your job search discreetly, especially if you have been with your current employer for a number of years. So you may need to get creative. Consider an old employer, professor, intern supervisor, former co-worker, volunteer supervisor, etc.

Do time your interviews.



If your interviews are local, try to schedule them during your lunch break or after work hours to avoid taking time off. But, start saving up vacation and other leave time for those interviews that will take longer than a lunch break.

Do watch your work attire.

On days when you're interviewing during lunch or after work, watch your attire. If your work dress code is business casual, and you show up to your **current job** in a suit, this may be a dead giveaway.

Don't Burn Bridges.

Above all else, remember not to do anything to hinder your current employment. You may not find another job, or you may just decide to keep the one you have after all.