



RESOURCE
**CHECKLIST - CONDUCTING
A JOB SEARCH WITHOUT
YOUR EMPLOYER KNOWING**

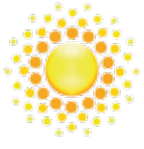
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Checklist—Conducting a Job Search Without Your Employer Knowing

Embarking on a new job search under your employer's nose without dropping a hint is a toughie. Like a double agent, you don't want to leave any clues behind - even if you believe that your supervisor or a close direct report may be sympathetic to your cause. The very first rule of staying quiet about a job search is, well, keeping quiet about it. Better to err on the side of caution – as you may be aware, news does get around in the sneakiest ways!

- Don't browse online job boards on the job -- even during lunch hours alone at your desk when most of the folks on your floor are out.
- Never use your work email or phone, and be careful not to post anything on social media that may suggest your desire for career advancement or dissatisfaction with your current job. It is not very hard to pick up on these clues particularly if many of your co-workers and seniors are your Facebook friends or LinkedIn connections.
- Try not to call in sick and use that day to attend a job interview. --Savvy career advancers have been known to schedule breakfast meetings or layovers during business trips where the likelihood of getting caught is very low.
- Don't change your clothes before or after a job interview. If you turn up to office in formal attire when you've always been wearing casual clothing, everyone will know you've requested to leave office early that day to attend an interview. If a prospective employer's location is in the same business district or you intend to return to work after the interview, stop by at a café or restaurant on the way to change back into your regular clothes.



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- Use discretion with head hunters/recruiters, remind them to maintain privacy. It is possible that they may be working for your current employer, making discretion paramount.

- Check privacy settings on any online sites that you choose to post your resume. Some have ways to post incognito.