



8 Tips on Looking for a Job – While You Still Have One!

The best time to look for a job is when you are gainfully employed.
Below are 8 tips on searching discreetly:

1. Search the jobs database first

Look to see if your current employer is posting jobs. If 'yes', then they are probably searching the résumé database and may come across your résumé.

2. Don't answer blind ads

Be wary as it might be from your current employer. If you respond, there might be another job opening at your office - yours.

3. Don't use your company e-mail

Use a personal/confidential email like hotmail.com or yahoo.com for all correspondence.

4. Don't give out your company voicemail box

Get an answering machine for your home phone and advertise that number only. Alternatively, if your mobile phone has voicemail, consider using it.

5. Never do your job search on company time

It is also not appropriate to use office resources of your present employer, such as stationery, postage, telephone, fax machine, copy machine, etc.

6. Schedule interviews during "off time"

Schedule interviews and make phone calls early in the morning, at lunchtime, during evenings and weekends. Use holiday time or personal days to job search.

7. Give references outside the company

Select people who have recently left the company. Ensure that you first call them and explain how important their confidentiality is to your job search. Tell the potential employer you will give current references when a firm job offer is made.

8. Consider using Head Hunters

Headhunters work with discretion and know where confidential jobs are located. They are hired by an organization to find exactly the right person to fit the company's needs. Most headhunters should have specific knowledge in the field they recruit for, however be warned – many recruiters/headhunters are hired mostly for their sales abilities. Be smart and shop around – try and use a person who has been referred to you.