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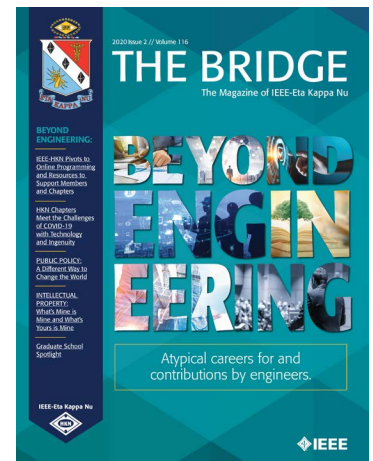
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8 Tips for Handling a Job Search While Working Full-Time

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Job searches tend to be stressful no matter what the circumstances, and this is no less true for those looking for a job while already working full-time.

Conducting a job search while gingerly employed requires a certain amount of stealth and precision to keep a current employer from finding out that a valued employee is looking for employment elsewhere. Worst case scenario is that a current employer might view the search for employment elsewhere as an act of deception or disloyalty to the company, and such an act may encourage that employer to begin to lean on her own search-for a replacement.

Following is a list of dos and don'ts to consider when conducting a job search while already employed.

- 1. Avoid advertising it**
A job search should be conducted discreetly when an applicant is already employed. That means those in search of a new job should not announce it on LinkedIn or on any other social media platform where it could get back to a current employer. Likewise, applicants should not post their resumes or job boards in their industry. The internet can be a very small world, but it is as such.
- 2. Do not use employer time or equipment to search**
While it might be difficult, avoid conducting a job search during work hours as much as possible. Likewise, avoid conducting a search using company equipment. Job searches conducted using a work issued laptop or other device will undoubtedly be tracked by the IT department of a current employer.

3. Interview outside traditional work hours
An attentive boss will notice an uncharacteristic spike of mid-day appointments and potentially unearth what an employee is up to. As such, it makes sense to schedule job interviews either before the start of a workday or at the completion of the workday. Prospective employer may also be willing to accommodate requests for lunch time interviews. Also consider taking a personal or vacation day for such interviews as well or to schedule several interviews for one day.
- 4. Dress for the job you have, not the one you want**
It is better to avoid giving a potential job offer for a job interview if those clothes are not typical of what is needed for the job in the current office. Dressing more professionally than usual might attract the attention of coworkers or supervisors. To avoid detection by a boss or co-worker or supervisor, wear standard attire to work and change elsewhere ahead of an interview.
- 5. Use references from previous jobs, not from a current job**
Do not use a current coworker, boss or anyone else at a current employer as a reference. Regardless of reasons, word could get out that a valued employee is preparing to leave, which could trigger a host of unexpected—and potentially unwanted—events to unfold.
- 6. Ask for discretion**
Most prospective employers will understand that an employee requires a certain amount of discretion during a job search. Do not hesitate to ask a prospective employer from keeping that information from a current employer and anyone else associated with that employer.
- 7. Keep it tight**
Regardless of what else is going on with the job search, try to maintain previous levels of workplace productivity. There is no telling what could happen by not completing current work-related tasks around the timing of an interview. It is best to be prepared over a new job will leave an employee in their current one. Employees should avoid preparing future resumes, recommendations and any goodwill built up during their employment history by maintaining the status quo.
- 8. Do not badmouth**
Badmouthing a current or previous employer is never a good strategy and prospective employers tend to take notice, perhaps ensuring that same conversation being had about them at some future date. Such behavior will reflect more on the candidate than on the candidate's previous employer. Avoid badmouthing them at all costs.

Summary
Perhaps what is most important to keep in mind while looking for a new employer while maintaining employment at a current one is to realize that not every job interview ends in a job offer. As such, it is critical to keep this information as private as possible.

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