

CAREER FORWARD

**JOB SEEKING
WHILE EMPLOYED**



JOB SEEKING WHILE EMPLOYED

It's possible to explore new job opportunities without alerting your boss, alarming your co-workers, or burning bridges with anyone in your current organization.

At any given time, more than half of the U.S. workforce is considering switching from the job they have to another. If you count yourself in this group, remember that changing companies (or making the decision to stay where you are) is a process, and there's an aboveboard way of letting it play out that won't damage your tenure, or the confidence placed in you by your employer and co-workers.

Unfortunately, some job seekers are careless, leaving an unnecessary trail of burnt bridges on their way out the door. Others who tip off their employers to their job search intentions, and then opt to stay at their current position, find that a negative perception becomes a barrier to future raises or promotions—or worse: the employer associates the employee with a tenuous status and begins searching for a replacement.

Here are tips for job seekers who are currently employed, and who want to explore the job market without losing their good reputation—or their job.



JOB SEEKING WHILE EMPLOYED

Respect your current employer

Keep a clear line drawn in the sand between your job and your job search. If you have a lull in your workload, you might be tempted to make phone calls or send emails from your office that are related to your job search, but refrain. Don't use your work computer and Internet to search for jobs—even during a lunch break. Everyone should always assume that the activity on a work-issued PC, tablet, or laptop is being monitored. Remember that should you leave, another employee will inherit your PC/laptop and possibly your search history; leave only work-related footprints of how you've spent your work hours.

LinkedIn® is a loud amplifier

You may not be devoting regular attention to your business-facing online profile, but since it's likely that prospective employers will be

checking out your LinkedIn presence early in the hiring process, you may be tempted to play catch-up. This is a sure tip-off to anyone who's paying attention. Nothing broadcasts to your network (and employer) that you're in the job market like a sudden onslaught of profile activity—especially when it includes recommendations from past bosses and associates, when there had been very little previous engagement.

Adopt a slower ramp-up. If possible, begin engaging with LinkedIn as far ahead of your job search as possible. If you don't do this already, spend time promoting your current employer and industry through your LinkedIn network. This is just good business practice no matter where you work or what your intentions are. Reach out to your co-workers and associates with invitations to connect. And be sure

to check the many resources LinkedIn provides for job seekers.

Protect your reputation

No matter how "tell all" the flow of conversation becomes at lunch, do not reveal to fellow employees that you are job hunting, or considering leaving your company. Do not confide in your associate, lunch buddy, or even the one co-worker who you consider to be a true friend. Your professional reputation and your current situation are worth protecting, and if you don't keep your own secret, you can't expect anyone else to. It could be a mistake to overestimate a co-worker's loyalty to you once you declare your intentions. Remember—if it could be damaging in any way to your career and work status to have your job search discovered, keep this information to yourself.

JOB SEEKING WHILE EMPLOYED

Your professional reputation and your current situation are worth protecting, and if you don't keep your own secret, you can't expect anyone else to.

Interview on your own time

While it's truly no one's idea of a vacation, be sure to use your paid time off (PTO) when scheduling your interviews. If you are considering changing companies, even within the year, set aside a block of your PTO days for this purpose. Keep your search aboveboard—don't use all your vacation days and then expect your current employer to absorb your unplanned absences in the guise of bogus sick days or emergency family leave.

You may be able to fit in a phone screening during a lunch break, but for critical in-person interviews, you will want to be completely devoted to the moment. If an interview goes well, and you're offered an impromptu tour or an extended conversation, you can wholeheartedly engage, instead

of begging off to catch an afternoon meeting you scheduled at work.

Be sure the grass is greener

It's easy to start entertaining greener-grass daydreams of how much better a new work environment will be—but leave your daydreams at home. It will be extremely hard to check back in to your current responsibilities at work once you begin to mentally check out. Stay grounded in reality, and check your work ethic and your attitude daily. The truth is, you may not find an ideal position for some time, so be fully engaged where you are.

Also, while expending energy exploring external options, ask yourself if you have honestly exhausted all internal advancement opportunities where you work. Schedule time to discuss your career goals and promotion opportunities

with your supervisor. You may find the options you're looking for within your existing company.

Remain aboveboard throughout your job search process, and avoid burning bridges. If and when you actually do give your notice to your current employer, you can count their sincere surprise and regret at your departure as one measure of a class-act exit.

WHERE KELLY® COMES IN

At Kelly Services®, we're dedicated to providing the resources and tools necessary for success. For 70 years, we've been working with thousands of the nation's top employers to set the bar high when it comes to the recruitment and retention of valuable employees.

SO WHY WORK WITH KELLY?

The competition is tough. But if you have the right skills and the desire to succeed, partnering with Kelly is a smart way to explore all your employment options and be exposed to jobs you won't see anywhere else.

Visit kellyservices.us today to find out more about how we can assist you in your job search!

Also, visit kellycareernetwork.com for the latest job postings.



[f](#) [t](#) [in](#) [You Tube](#) | kellyservices.us

Staffing Solutions

- Contract
- Contract to Hire
- Direct Hire

Areas of Expertise

- Contact Center
- Creative Services
- Education
- Engineering
- Finance and Accounting
- Government
- Healthcare
- Information Technology
- Law
- Manufacturing and Logistics
- Marketing
- Office
- Science



All trademarks are the property of their respective owners.
An Equal Opportunity Employer © 2016 Kelly Services, Inc. 16-0124A

EXIT



WANT TO LEARN MORE ABOUT MOVING YOUR CAREER FORWARD? This document is an excerpt from our comprehensive *Career Forward* guide, which will help you make the most of your job search in today's competitive market. Download your complete guide today.

 **DOWNLOAD NOW**