

GET THE JOB

Job-Seeking while Working Full Time

When you feel like it's time for a new career path or position, it can be tempting to quit your current role and job hunt full time.

Unfortunately, without a substantial savings account, your finances may not survive an extended search. Luckily, there are efficient ways to find a new job while working — and even a few advantages.

One of the essential tips to remember is to keep the news of your job search a secret throughout the office. In most cases, you want to limit who knows you're seeking employment, especially if it means you will miss time at work to attend interviews.

Before you begin your job hunt, look for ways to introduce more flexibility into your schedule. Perhaps you can land a remote position at home or arrange to clock out early in the evening. Making sure you have the availability to meet with hiring managers from other outlets is vital.

Here are helpful tips to



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remember when scheduling interviews.

BE HONEST ABOUT YOUR SCHEDULE

If you're asked to meet with a human resources representative to interview as a potential job candidate, it's imperative to be open about your

current work schedule.

If there is a conflict, explain how you are interested in a meeting but have obligations at your current place of employment. Being honest with a new group will show you are reliable and that you take your responsibilities seriously.

before you sit down with a hiring manager.

ASK ABOUT INTERVIEW OPTIONS

Gone are the days of interviews only being held in stuffy offices or conference rooms. According to a study by OfficeTeam, more than six in 10 human resource managers said their team conducts meetings through video.

If you are speaking with a group who would instead communicate through this avenue, it's a beneficial option if you can't find the time to rush across town during your workday. While the protocol varies throughout different companies, if an initial interview is offered through digital media, it can be a great time saver.

GIVE YOURSELF TIME TO PREPARE

Making a great impression during an interview can be difficult when the competition is loaded with similar talent. Do your best to stand apart by giving yourself plenty of time to prepare. In addition to practicing common questions or studying interviewing etiquette, schedule a meeting with time constraints in mind.

For instance, try to avoid agreeing to an interview minutes after your regular work hours. You mustn't be forced to rush to the interview with the chance of arriving late.

USE PERSONAL DAYS

If you are unable to arrange an interview around your regular work hours, consider using a vacation or a personal day to prepare and execute the meeting. If possible, setting up an interview for a date that follows a day off can give you extended time to practice

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HOT JOB PROFILE

FOOD SERVICE MANAGERS 2018 median pay: \$54,240 per year (\$26.08 per hour)

Number of jobs in 2018: 356,400

Job outlook, 2018-28: 11% (faster than average)

Employment change, 2018-28: 38,500

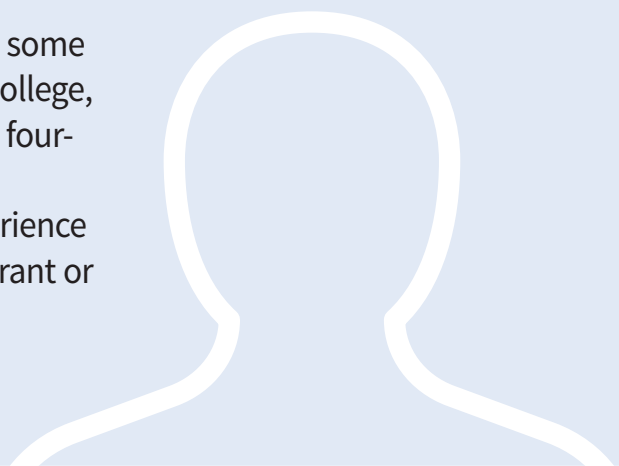
The role: Food service managers are responsible for the daily operation of restaurants or other establishments that prepare and serve food and beverages.

Education required: Most applicants qualify with a high school diploma and several years of work

experience in the food service industry. However, some may receive additional training at a community college, technical or vocational school, culinary school or four-year college.

The need: Those with several years of work experience in food service and a degree in hospitality, restaurant or food service management will have the best job opportunities.

Source: U.S. Bureau of Labor Statistics



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