

GET THE JOB

Keeping Your Search a Secret

You want to get the word out, but probably not to your boss

Every one deserves to work in an environment where they are treated well and fairly paid. But finding that role can be tricky while you're still employed somewhere else. If the boss were to find out, your search might become quite urgent. Here's how to avoid risking the job security you were counting on in the meantime.

SMART NETWORKING

It makes sense to touch base with colleagues during a job search. After all, the Bureau of Labor Statistics reports that some 70% of U.S. jobs end up being found through network contacts. Still, those trying to keep their search a secret may discover that reaching out to industry sources can be difficult — in particular in smaller, more focused specialty fields. Word might quickly get around. So start your search by only contacting those you have the longest working relationships with, since you have built a bond of trust.

Immediately networking in a broader way might get you connected with potential employers more quickly, but it might also expose your plans before you're ready to talk



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about them. Instead, methodically build outward from a small circle. Be careful with your social-media presence, too. Take advantage of features on employment sites like LinkedIn which allow you to seek new opportunities while taking advantage of a special setting that hides your search from those in your company.

COMPANY EMAIL

This seems pretty obvious, but using company channels in a job search remains one of the principal ways bosses find out. Don't email, call or message potential employers, and don't schedule meetings during work hours. Savvy managers and information technology professionals could be alerted,

either by noticing your sudden inattentiveness or by a search of your internet history or correspondence. Looking for another job while on company time could end up costing you the one you currently have.

MARK IT CONFIDENTIAL

Alert all hiring managers that your search is strictly confiden-

tial, so that they will know to approach the entire process with the utmost discretion. Mark all documents as confidential, and offer consistent verbal reminders while thanking everyone for their cooperation. There is a time and place to reveal your plans to move on — and that's after you've secured the next role.