

HOW TO JOB SEARCH WHEN ALREADY EMPLOYED



Summary: Be smart about how you search for a job when you are already employed. Keep the search to yourself, use a recruiter if that helps you with time and secrecy.

Having a job should never be taken for granted. Circumstances at work can change in the blink of an eye, leaving you hanging. Recent studies have found that up to 73 percent of employees are comfortable looking for a job when they already have one. And so should you. Being aware of what jobs are available is never a bad thing. By continually doing research and knowing where to look, you will be prepared for the time that you need to have another job lined-up.

While looking for a job when you are already employed is great, you need to make sure that you are still fulfilling your job duties at work. Don't mentally check out of your current job just to [spend all day searching the web](#) for another job. This kind of action will make it so you need that new job sooner rather than later. If you are looking for a new job because you are unhappy with it, try to [find a way to improve it first](#).

Here are some tips to keep in mind while you search:

1. Looking internally - Maybe it is your current role that isn't fulfilling enough anymore but you still enjoy working at your company so check to see if there are any other openings in another department or way a different job description.
2. Keep your search a secret - Never publicize that you are looking for a new job to anyone at work, even your trusted co-worker. They could accidentally let it slip to someone else and then word can travel to your boss that you are not committed to the company.
3. **Be careful what you post online** - Play it safe and avoid posting anything that might suggest that you are job searching to your employer. There are ways to make sure your identity on your resume is private on job boards and that your privacy settings are secure.
4. Be upfront with potential employers - Hiring managers should understand that you are currently employed and will need to communicate and meet before or after work or during your lunch break.
5. Be aware of the details - If you show up to work after an interview you had wearing a suit and tie but your current work is a work casual attire, then questions may arise. Bring a change of clothes.
6. Work with a recruiter - **Recruiters can conduct your job search** so that you can stay as discreet as possible. They have the ability to confidentially distribute your resume to employers.

What do you consider acceptable to do at your current work when actively job searching for another one? Browse openings? Submit applications? Participate in a phone interview? Tell us in the comments below.

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