

Looking for a job, while employed can present challenges

By M.B. OWENS
10.14.2003



Many people are presently stuck in jobs where they feel underpaid or underappreciated — or that they outright hate. They want to find another position but, unfortunately, they are afraid of consequences or just do not know how to go about finding another position. Many people feel if their employer finds out they are looking for a new job, they could be fired from their current one. And, in fact, some employers do react that way.

So, how do you look for a job when you have one without drawing attention that you are looking?

There are two basic ways to look. The first is to be discreet, the second is to be daring.

To be discreet means looking quietly and subtly. Begin networking by letting selected people you trust know you are interested in making a move. Talk with friends and associates not associated with your employer about positions they know are available. Don't expect it to be a one-time thing — ask them periodically if anything new has developed.

Changing jobs does not necessarily mean changing employers. Talk with employees in other departments and locations at your present employer. Inquire if any positions are opening up in the future. Become friendly with managers in other departments you have an interest in moving to. Be inquisitive but not aggressive.

Check your employer's job board.

Set up a resume that does not use your name or home address. Label it "confidential." If it is in your best interest, do not use your employer's name. Instead substitute the word "confidential." If you apply on the Internet, utilize the confidential resume choice provided by many employment Web sites. Set up a confidential e-mail address for responses if you do not feel secure using your personal address.

If you provide an address for letter responses, set up a private Post Office Box.

You can also use an answering service instead of providing your personal phone number or a second phone number on your phone line (at little additional cost).

Send out your "confidential resume" in a direct mail campaign to selected employers. Do the same to selected employer's Web sites.

Research the recruiters that specialize in your field and send them your resume. If contacted, remind them that you want everything kept confidential.

To be daring means looking for a job under the nose of your employer. This can be done even while performing your job duties.

Write articles for employer sponsored publications. Send the publications to associates outside of where you work. This will help you gain credibility in your field and industry. It can also help you gain recognition at work. The recognition and initiative can even result in a promotion.

Attend outside events such as seminars related to your field or industry. Socialize with employees from other employers. Pass out your business card.

Set up a personal Web site. The site should have information on your background and expertise. Have your personal Web site address on your business card.

Write articles for professional and trade publications.

Do consulting work in your off hours. Target companies that you have interest in working for. Consulting work can often progress into full-time positions. However, don't perform work for companies your employer sees as competitors unless approved first by your employer.

The best way to be successful in finding another position is to develop an appropriate strategy. Then follow it while keeping your eyes and ears open at work and outside. Your own initiative can provide you with the results you seek in finding another job.

(M.B. Owens is president of a career consulting company. Visit www.usajoblocator.com or e-mail at [usajoblocator1\(at\)yahoo.com](mailto:usajoblocator1@yahoo.com).)

© 2000 Scripps Howard News Service.

All Rights Reserved.

Copyright © YellowBrix Inc 2003