

Top Secret Search: Keep Your Job Hunt Confidential



By Caroline Levchuck

Searching for a job on the sly? Chances are you're not alone.

In a recent poll, we found that 47 percent of workers are currently looking for another job or plan to look within the next 12 months.

So it's likely that some of your coworkers are searching right now. And if they're smart, you'll never be able to guess which ones.

Keeping your job search a secret from your current employer is a necessity. You should tell family and friends, and take advantage of valuable networking opportunities. But, if your current employer finds out, you could find yourself in a very awkward situation -- or possibly lose your job. So be discreet.

Here's some advice on how to keep your job search confidential from your current employer.

Masked and Anonymous

Don't get busted by your resume.

List your home address and phone number (or cell phone number) on your resume. Don't include your business contact information.

Also, create an email account specifically for your job search. You can get a free email account at [Yahoo! Mail](#).

Be cautious when responding to blind job ads. If the company sounds just like your current employer, they may be one and the same.

Last, be sure to take advantage of Yahoo! HotJobs' exclusive HotBlock feature. HotBlock lets you control who sees your resume -- and who doesn't. Find out more [here](#).

In the Company of Strangers

Don't use company property to conduct your job search. It may be convenient, but it's also risky.

Many companies monitor employee computer usage. Use a home computer or visit an Internet cafe. Most libraries also offer free computers, printers and online access.

Stay away from the office fax machine, printer and photocopier too. It's easy to leave a copy of your resume or cover letter in one of them. Again, use a home office, local library or copy shop.

Make job-search-related phone calls from your home or cell phone. If you use a cell phone, don't call from your place of employment. You never know who's within earshot.

Don't Wear Your Search on Your Sleeve

Dress for success, but be discreet.

Unless you wear one every day, don't show up at your current job sporting a fancy suit. Bring a change of clothing or conceal your jacket or tie (for men) in a bag.

Try to avoid interviewing during business hours. Schedule interviews before or after work or over lunch. You can also schedule multiple interviews on one day and then take personal or vacation time.

One final -- and important -- rule of thumb: Never tell coworkers you're looking for a new job. Even the most trusted confidantes can inadvertently blow your cover.