

Seven Tips for a Confidential Job Search



Sometimes it's necessary to look for another job opportunity in private. We may not want our current manager or co-workers to know we're looking. Industries can be a "small world" where "everyone knows everyone else" in your field, so here are a few tips to keep your search as confidential as possible.



Be careful who you tell.

If you do tell anyone you're looking for a new career opportunity, let them know you're looking for a job in confidence.



Let recruiters you're working with know you're conducting a confidential job search.

Ask to be informed before you are submitted as a candidate to a company or the hiring manager.



Tell your prospective employer you are conducting your job search in confidence.

Don't list current co-workers or supervisors as references. Have references ready to go as a part of your application documents (resume, cover letter, etc.)



Set up a free ("generic") email account.

Set up a separate email address for your job search. Do not include your name in this new email address. (But don't choose a "cutesy" email handle either.)

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Create a confidential version of your resume.

Put "Confidential Candidate" as a title at the top. Don't include your current employer's actual name. Instead, provide a generic description of what the company does.



Watch what you wear to work.

If you suddenly show up in a suit (because you have an interview), that may arouse suspicion. Plan enough time to change clothes before your interview and after if you have to return to your office or be on for virtual meetings.



Keep up your efforts at work while you conduct your job search.

Companies want employees who are committed to their job, not their job search. So make sure you're going above and beyond with what you're doing in your current job, even while you look for a new one. The new offer isn't guaranteed so don't mess up the job you have!