

# Seven Tips for a Confidential Job Search



## **Be careful who you tell.**

*If you tell anyone you're looking for a new job, 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.*



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

*Don't list current co-workers or supervisors as references.*



## **Set up a free ("generic") Gmail 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.*



## **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.*