

TIPS FOR THE EMPLOYED

While employed, whether happily or otherwise, it's important to remember a few key things.

1. Keep an updated resume, ALWAYS! Having one ready to be sent out will enable you to take advantage of jobs that come up on short notice, and you won't have to make time to hurriedly update your info. It's OK to listen about new opportunities, and it's OK to interview. You don't have to change, but it is good practice that will keep your interviewing skills sharp.
2. Document your accomplishments as they happen. If you are recognized as a top performer or receive accolades for something you did in your job, write it down. The best descriptions include the components of: an overview of the situation, what you did, and the positive results created by your actions.
3. If posting your resume on job boards, post it confidentially. If you attach a Word version, make sure your Word resume doesn't include your name in the document or the title of the document.
4. Don't use your company email or phone to discuss job opportunities. Only make job calls from home or your cell phone, and do it off site. Also, be aware that bosses know that people having cell phone conversations in the stairwell or outside your building are likely discussing other career options.
5. Keep your social networking profiles as clean as you can, and don't express displeasure with your job. You might be perceived as a malcontent or have your social views and politics on view for future employers to scrutinize, and you don't want that.
6. Have references that don't work for your current employer. You don't want anyone, even your "friends" at work knowing that you are looking at other opportunities.