

The dos and don'ts of job searching at work

Do you quiver at the thought of your boss seeing you searching through jobs on SEEK? Here are the best (and worst) ways to keep an eye on that [next opportunity](#), without getting caught by your current employer!

Do:

1. Use your time wisely

Make sure you only pursue new opportunities during allocated time slots and in neutral locations to avoid feeling unnecessarily guilty or uncomfortable. Take your personal laptop to a cafe in your lunch break, put aside an hour before or after work, or designate [Sunday evenings](#) to your job search. And always return prospective employers' calls outside your workplace building where no one will be able to overhear the conversation.

2. Keep those lips sealed

Be very wary of who you speak to about your new job intentions, the safest option is to not trust any of your colleagues with your secret, no matter how close a friend you consider them. Letting your co-workers know you're planning on leaving can open up a can of worms, especially when others may be vying for your role.

3. Get yourself a [SEEK Profile](#)

All you have to do is fill out your details and attach a resume (or up to 10 if you like!), and you'll be sent all the relevant job matches of the week to a selected email address for your private viewing. Plus, registered employers can view your profile (if you choose to let them) and get in contact with opportunities that match your skills and career ambitions. So there's no need to worry that being at work will stop you from keeping in the job loop - you can get your SEEK Profile working on your new role 24/7 and when opportunities arise, you'll be notified without having to actively search for them yourself.

Don't:

1. Use your workplace meeting rooms

It's one thing to book a meeting room for some alone time to call your doctor or therapist, but don't risk losing your job by using the space to spruce up your [resume](#)

or return a call of a prospective employer. Even riskier is doing your job search on your mobile phone or laptop during work meetings. You never know who might catch you in the act.

2. Alert your [social media](#) networks

Just as you wouldn't always tell your boss that you're looking for other opportunities, don't go and tell the 564 friends you have on Facebook with a public status. Networking is a great way to be introduced to inspiring companies and connected people who can help in your job pursuit, but there should always be a high level of discretion. Always ensure you mention how confidential you wish to keep the process with all contacts, as well as prospective employers.

3. Check out until you've checked out.

Deciding that you've had enough of your current job and dedicating time to look for other roles is enough to make you mentally 'check out' before you've actually resigned. But beware, as your lunch breaks lengthen and your productivity falters, you may reveal a lot more to your boss than you were hoping for. Try to stay focused by upping the ante on list writing and activity scheduling.