

## **Job searching when you're employed**

Conventional wisdom says (and a lot of experts agree) that it's easier to find a job while you're employed. But, the question remains: When do you squeeze in the time necessary to identify potential employers and positions, to conduct research, to work on your resume, and to schedule interviews? Here are some tips'. In how to incorporate a job search into your busy schedule a sharpen your time management skills and make your job search a priority. Experts suggest you set aside at least 20 minutes a day for your job search.

- Assess your situation and clarify and identify your goals before you do anything else. The career center at your current college or alma mater can help. Start by looking at the options within your current company, then outside w of It. If you don't have an idea of what you want to do, take advantage of the assessment tools available through the career center at your current college, alma mater, or other career resource. Many career centers have reciprocity agreements, which means you may be able to use the services of a career center near you, even if you didn't attend that school. Identify the resources and networks available to you.
- Be realistic about what it takes to get from one job to another. If you have a target position/career in mind, make sure you have an understanding of what it's going to take to get there. Examine your strengths, weaknesses, and skills and what your target position requires. Look at the size of the market you want to enter.
- Recognize the value of networking and get comfortable with it. Networking is an essential tool; not only can it help you uncover opportunities, but also networking can help you understand the target position you seek.
- Use common sense and good judgment. Don't read the classifieds at your desk; don't dress up just on a Friday, for example, if you have an interview; don't leave your resume in the copier. Leave your job search out of the office; set up external boundaries. Your current job is your first commitment.