

GET THE JOB

Working While Interviewing

Balancing Your Job and Your Search With Integrity

Looking for a new job while you're still employed can be a smart move — it gives you financial security, a stronger negotiating position and less pressure to accept the first offer that comes along. But managing your current responsibilities while pursuing something new requires discretion, planning and professionalism.

KEEP IT CONFIDENTIAL AND PROFESSIONAL

First and foremost, keep your job search private. Avoid using company time, resources or equipment to apply or communicate with potential employers. Use your personal phone and email address, and take calls or interviews during lunch breaks, personal time or scheduled days off.

Don't mention your job search to coworkers, even those you trust. Word can spread quickly, and the last thing you want is for your current manager to hear about your plans through office gossip.

STAY FOCUSED ON YOUR CURRENT ROLE

It's tempting to mentally check out once you've decided



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to move on — but your current job still deserves your full effort. Maintain your performance, meet deadlines and continue to show professionalism. How you finish one role can affect your references, reputation and future opportunities.

If you're feeling drained from

balancing both, set clear boundaries for your job search. Dedicate specific times in the evening or on weekends to work on applications, prep for interviews and research employers. Keeping your search organized can help reduce stress and prevent overlap with your daily responsibilities.

PLAN YOUR EXIT THOUGHTFULLY

Once you land a new role, resist the urge to give immediate notice. Wait until you've signed an offer letter, completed any background checks and agreed on a start date. Then, notify your manager in a respectful and private conver-

sation, giving standard notice unless your contract states otherwise.

Working while interviewing is a balancing act — but it's one you can manage with integrity. By staying professional and discreet, you protect your current position while preparing for the next step in your career.