

## **1 CHOOSE THE RIGHT TYPE OF CALLING CARD**

You may use 2 types of calling cards or no card at all. Choose one of these 3 alternatives:

- the Old English style (still used sometimes) with only your first and last names printed on it (omitting address). This style was common when it was well known where a person lived! ;
- a card with your first name and last name and your private address (the card you use for social and personal contacts);
- leave no card if you wish to be 100% safe.

## **2 CONSULT JOB BOARDS CAREFULLY**

You must not “surf” job boards or look up prospective employers/companies from your office computer or on company time. In many companies, it is considered unethical to use office time for your own sake [while being paid by your employer].

Additionally, it is strategically dangerous to do this at your work location as some companies systematically analyze the recorded history of the sites visited by employees.

## **3 AVOID SENDING OUT PRINTED DOCUMENTS/CORRESPONDENCE**

Always keep in mind the thought: *"Written stuff stays ... Words fly away"*.

Do not send and/or leave behind a document that may reveal you are looking for a job. In this respect, résumés are, often, overlooked and signal to your employer you are looking for other employment when the resume is seen (either a hardcopy or copy on the screen desktop).

## **4 USE SOCIAL NETWORKS SMARTLY**

If you decide to register on a social network [i.e.: LinkedIn, Viadeo, Xing...] it is always safer to observe the following suggestions:

- Load your “Profile” rather than your “Résumé”:
- If you upload your résumé, it seems obvious to most that you are looking for a job. You will likely be perceived as a “Job Hunter” or even worse, as a “Job Beggar” by those who check out your information (including your current employer)!
- If you create your profile, it seems you are looking for contacts, and a chance to exchange with others. In this case, you will likely be perceived as a “Resource Person”.
- Limit yourself, as much as possible, about the kind of personal information you share. Mention your achievements [with facts, figures, percentages, ranks) and never reveal confidential information. It is not necessary or helpful to flood your contacts with too many details about your past. Remember the side of “less is more”.