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## Balancing a Job Search Means Getting a Night Job

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**T**here sometimes comes a point after you've worked for a company for several years that your career becomes stymied. For those of us in the financial field, it is often difficult to make a firm commitment to search for a new job. Yet, like with most things in life, if you don't make a full commitment, it's unlikely that you'll succeed.

Making a decision to initiate a job search is like getting a night job. Developing a proper resume will take several weeks and you should devote proper time to its creation because it is the first document anyone sees. *[Editor's Note: Look for résumé tips in a future issue of Pulse.]*

The next step is to begin thinking about your workload at the office, your vacation time and your personal days. If you are going to interview, ensure that your absence from the office will not inconvenience your current employers.

Please note that I did not mention sick days. Using sick days to go on interviews is not something you should do, except as a last resort. Besides, if you call in sick and someone sees you, you could easily get fired. How would that look to potential employers?

Next, plot out the best time to be away from the office; the last thing you want to do is abandon your boss. Remember, very shortly, you may need references. If you have not given your workload due consideration, you risk sounding indecisive when asked to schedule an interview.

### Work Ahead

Given that you may be out of the office on relatively short notice from time to time, consider working ahead and being more current than ever before. There is a spin-off benefit here, too. If you are ahead in your work, you will feel good about yourself and that will come out in any interview.

Let's face it. If you are considering leaving your current employer, your dissatisfaction may come through in your work. And, just as everyone remembers that last cup of coffee at the restaurant, bosses remember your last months working for them.

Balancing the demands of a job search with your current work responsibilities is never easy. However, don't forget that your personal reputation is always on the line. Over the course of your career, you will frequently run into the same folks over and over again. If during your career you have left an employer "holding the bag," it will be well known. It is far better to leave any job on good terms, and a major part of that is ensuring that the quality of your work, especially at the end, is referenced with glowing phrases and praise.

Who knows? Perhaps your efforts to ensure that you have time to interview will be noticed and you may get that promotion for which you've been waiting. At the very least, the high state of polish in which you leave your job will ensure that the company will regret your departure. That thought will serve to enhance your career wherever you go. ●