

Start Building a Better Career Today

55% of employed workers say they currently would not consider themselves actively looking for a job, but would be open to a new opportunity should a better one come along. ¹

Do you fall into this percentile? If so, you are what recruiters refer to as a “passive jobseeker.” Passive job seekers are happily employed and therefore not actively seeking out new opportunities. However, a happy medium exists between being active and passive with your job search that can help to significantly aid in the advancement of your career. The following recommendations are time efficient and effective ways to guide the future of your career while currently employed.

First of all, networking is one of the most successful ways to discover new and exciting career paths. In fact, it has been found that more than half of jobs are found through networking. However, you must continue to build and maintain your network in order for it to pay off. Take advantage of the meetings and events that our professional association hosts and make an effort to attend any other functions in your community where successful professionals gather. Be sure to collect business cards and write notes about the person that will help you to remember them and what they do. Most importantly, maintain the relationships that you build so that your network will remain useful, especially when you need it the most.

In addition to networking, uploading your resume to multiple career websites is the best way for employers to approach you with exclusive opportunities. Instead of spending your time scanning page after page of job openings, employers and recruiters are searching through resumes and assuming the responsibility of matching your experience with job requirements. The TSHHRAE Career Center is a perfect example of a job board that allows you to upload your resume and receive information from interested employers.

Another job search feature available on the TSHHRAE Career Center is the ability to set Job Alerts. You can utilize this feature by simply selecting key words that describe your interests, experience, skills and training and any new opportunities posted on the TSHHRAE Career Center that match up with your search criteria will be directly emailed to you. In essence, the Career Center is doing the work for you by searching through tons of positions to save you time, which is especially important when currently employed.

Whether you consider yourself a passive job seeker, an active job seeker or somewhere in between, these effective and time efficient career advancement techniques are great for those ready to make a change and for the happily employed alike. Learn more about uploading resumes and signing up for Job Alerts by visiting the TSHHRAE Career Center, The Texas Society of Healthcare Human Resources Administration and Education’s very own online career resource at [CAREER CENTER](#) .

¹U.S. Bureau of Labor Statistics, www.bls.gov. August 14, 2006