

JZ PAYROLL OUTSOURCING & CONTRACT STAFFING

📱 Mobile: 9911824722

✉ Email: pyushverma@contractstaffinghub.com

🌐 Website: www.contractstaffinghub.com

SECRET JOB HUNT CHECKLIST

⚠ **CONFIDENTIALITY REMINDER:** Complete this checklist using personal devices and secure networks only. Never access during work hours or on company equipment.

PHASE 1: PREPARATION (Week 1-2)

Timeline: 2 weeks

- ☐ **Set up separate personal email** - Create Gmail/Outlook account specifically for job hunting. Never use work email.
- ☐ **Get separate phone number** - Use Google Voice or second phone for recruiter calls.
- ☐ **Update resume (personal device only)** - Remove current company name from headers. Save as "YourName_Resume_2025.pdf"
- ☐ **Research salary ranges** - Use Glassdoor, PayScale, Salary.com for your target roles.
- ☐ **Calculate financial runway** - Minimum 3-6 months expenses saved before starting active search.
- ☐ **LinkedIn profile subtle updates** - Add skills, update headline to "Open to opportunities" (turn off notifications to connections).
- ☐ **Identify 5 trusted references** - Contact former managers/colleagues privately. Prep them on confidentiality.



Install VPN on personal devices - NordVPN, ExpressVPN for private browsing during job search.



PHASE 2: ACTIVE SEARCH (Week 3-8)

Timeline: 6 weeks



Apply to 3-5 jobs weekly - Use Indeed, LinkedIn (private mode), company websites. Track in spreadsheet.



Contact 3 recruiters - Specify confidentiality requirements. Use personal phone/email only.



Network through personal connections - Coffee meetings, virtual catch-ups. Never mention current employer problems.



Attend virtual industry events - Webinars, conferences during lunch breaks or after hours.



Join relevant professional groups - Industry Facebook groups, Slack communities, Discord servers.



Prepare standard responses - "Exploring options", "Looking for growth opportunities", "Seeking new challenges".



STEALTH TIP: Schedule all job-related calls during lunch breaks or before/after work. Use "doctor's appointment" or "personal errand" for interview time off.



PHASE 3: INTERVIEW PROCESS (Week 6-12)

Timeline: 6 weeks (overlaps with search)



Schedule interviews strategically - Early morning (7-8 AM), lunch time (12-1 PM), or after 6 PM only.

- ☐ **Prepare interview attire** - Keep interview clothes in car/gym bag. Change in public restroom if needed.
- ☐ **Practice STAR method answers** - Situation, Task, Action, Result for behavioral questions.
- ☐ **Request confidentiality from interviewers** - "Please keep this confidential as I'm currently employed."
- ☐ **Prepare reference check strategy** - Warn references about upcoming calls. Provide context about confidentiality.
- ☐ **Research each company thoroughly** - Glassdoor reviews, recent news, financial performance, culture insights.
- ☐ **Prepare salary negotiation strategy** - Know your worth, have target range, practice negotiation scenarios.



PHASE 4: OFFER & TRANSITION (Week 12-14)

Timeline: 2 weeks

- ☐ **Evaluate offers comprehensively** - Base salary, bonus, benefits, PTO, growth potential, company stability.
- ☐ **Negotiate professionally** - Counter-offer based on research. Ask for 24-48 hours to decide.
- ☐ **Accept offer in writing** - Email confirmation with start date, salary, key terms.
- ☐ **Write resignation letter** - Professional, brief, positive. Standard 2-week notice unless contract specifies otherwise.
- ☐ **Plan resignation meeting** - Schedule with direct manager privately. Prepare for counter-offers or immediate termination.



Prepare knowledge transfer plan - Document key processes, client contacts, ongoing projects.



Clean personal files from work devices - Remove personal documents, clear browser history, log out of accounts.



RISK MANAGEMENT CHECKLIST



Review employment contract - Check non-compete, confidentiality, notice period requirements.



Prepare discovery response plan - If asked "Are you looking for other jobs?" have honest but diplomatic answer ready.



Maintain work performance - Don't let job hunting affect current job quality. Avoid suspicious behavior changes.



Protect confidential information - Never share current company secrets, client lists, or proprietary processes.



Monitor social media footprint - Avoid job-hunting related posts. Keep LinkedIn activity minimal.



IF DISCOVERED:

1. Stay calm and professional
2. Acknowledge honestly: "Yes, I'm exploring options for career growth"
3. Emphasize continued commitment to current role
4. Don't reveal specific companies or offers
5. Be prepared for immediate termination



SUCCESS METRICS:

- 5-10 applications submitted weekly
- 2-3 phone screens per week
- 1-2 in-person/video interviews weekly

- Zero workplace suspicions raised
- Current job performance maintained