

Monster.com, Confidentially Speaking

It's a dilemma faced by many job seekers. You want to cultivate all the connections you can to maximize your chances of plugging into the best career opportunity, but you don't want your resume to get into the wrong hands. Or worse, plans of your exit to get back to your boss!

Here is a way to be "seen" but stay in the driver's seat when it comes to your job search. Many staffing firms, companies, and some recruiters use job boards such as Monster as their first stop in searching for a candidate. If your resume is "exposed" this could be bad news for you.

- Your company HR sees your resume on Monster and word gets back to your boss about your job search. **Bad news for you:** You could suddenly become unemployed, or at the least be in for an awkward conversation. You could be passed over for that next promotion, or just no longer be considered "part of the team". You are now at risk.
- Two recruiters could submit your resume to the same company. One Recruiter told you all about the job and company, and you knew your resume was going there. The other Recruiter sent your resume without your knowledge... or consent. **Bad news for you:** The Company will not want to get in the middle of the two recruiters, so you don't get the interview!
- Staffing firms will call you with a fake job just to add you to their database, and meet their quota for weekly interviews. **Bad news for you:** Your time was just wasted.
- A reputable recruiter will be less motivated to work on your behalf and present you to their clients because your resume has been "shopped". **Bad news for you:** You won't get seen by some of the better companies in Houston.

Don't want any of this to happen to you? Neither do we, so take control of where your resume goes and who sees it! Just make your Monster.com profile Confidential.

Here's how...

- 1.) Prep your resume:
 1. Remove your name, email, address and phone number
 2. Replace your current employer name with "Confidential"
 3. Save your document where you can find it easily, maybe call it "Confidential Resume."
 4. Before moving on see the (Optional Step) below for an extra precaution.
- 2.) Create your Monster.com Profile with all accurate information except your name, which should be "Confidential (first name) Confidential (last name)"
- 3.) After submitting your information and getting past all the solicitation requests, you will land on a page welcoming you to Monster.com.
- 4.) Choose "Create a Resume" in the center area of the page.

- 5.) Choose “Upload” from the drop-down list in the pop-up that follows and click “Continue”.
- 6.) “Browse...” to the resume on your hard-drive that you have prepped – “Confidential Resume”. Below that, there is a field asking you to “name your resume”. Name your resume either “Confidential” or the Position title you are seeking.
- 7.) After doing so, click “Continue”
- 8.) If you haven’t completed your profile, you will be asked to do so now. Be sure to put confidential in the field for your last employer.
- 9.) Congratulations! You’re done!

You may ask.....If I’m confidential how can people contact me? That’s simple – Monster assigns a confidential link to your profile that a recruiter or company can click on and send you an email. Once you get the email from a Recruiter or Company, you can see who they are and decide whether to reply to them or not. We can see everything about you except your personal contact information. So, if you’re looking to take control of where your resume is going, and who sees it, take my advice and keep it confidential.

Optional Step

1-2) There is one more step you may want to take to ensure anonymity - remove the metadata from the attached resume. Whenever you create, open, or save a document in Microsoft Word, the document may store information — known as metadata — that you had no intention of including or disclosing. Your name, computer name, company, organization, and initials are all examples of metadata. So, if you want to get rid of that nasty meta-data, here’s how:

- a. Download and install the free, open-source app, Doc Scrubber @ www.javacoolsoftware.com/docscrubber.html
- b. After installing and starting up the program, click the “Scrub” button
- c. Choose “Scrub a single Word document”, and click “Next”
- d. “Browse for File”, locate your resume, and click “Open”
- e. Use your mouse to check all the boxes and type “Confidential” in both text boxes.
- f. Click “Next” and let the program do its work.

Close Doc Scrubber, and go back to Step 2 to continue