



# Top Tips for Passive Job Seekers

*Stay ready for the right opportunity—even if you're not looking for one.*

#TheLotusGroup #TLGTips #TLGInsights





# Set Yourself Up for Opportunity

Being a passive job seeker doesn't mean being invisible. In fact, the best roles often come to those who stay visible, informed, and connected—without actively applying.

As they say, the best time to look for a new job is when you don't have to!

Here are some actionable tips to help you position yourself for your next great role, without making a major move right now. 📌



TIP # 1

# Keep Your LinkedIn Profile Fresh

Regularly update your headline, skills, and recent accomplishments.

Make sure your profile reflects your current role and career direction—it's often your first impression to recruiters.



## 1. PERSONAL DATA

TIP # 2

# Turn on “Open to Work” (Recruiters Only)

Use LinkedIn’s “Open to Work” feature and select the “Recruiters only” option. This limits visibility to people using LinkedIn Recruiter (a product just for Recruiters)—helping you stay under the radar while signaling openness to opportunities. For “Start Date”, you can choose “Flexible, I am casually looking” to manage expectations.

⚠️ LinkedIn takes steps to hide this from recruiters at your current company, but it can’t guarantee complete privacy.



TIP # 3

# Grow Your Network Strategically

Connect with peers, leaders, and recruiters in your industry. (We know some great ones 😊)

Engage with their content, join relevant groups, and show up where opportunity lives.





TIP # 4

# Share Your Expertise

Post and/or comment on topics in your field.

Adding your voice builds credibility and keeps you top of mind for others—especially when they're hiring.





TIP # 5

# Keep an Eye on the Market

Regularly spend a little time browsing job postings.

Not to apply—but to understand trends, in-demand skills, and how your experience stacks up.





TIP # 6

# Stay in Touch with Past Colleagues

A quick check-in or coffee chat can go a long way.

Your former coworkers may become aware of roles you'd be perfect for—and your name will come to mind when they hear of one.





TIP # 7

# Invest in Skill Building

Take a course, earn a micro-credential, or attend industry events.

Continued learning keeps you competitive and shows initiative when opportunities do arise.

UP!!

START

