



# Every Day is an Interview

In today's corporate world, layoffs are common place. They happen every day, for many different reasons. And, it is taken for granted that even people who are good at their job are fair game for layoffs. If you aren't taking action to set yourself up for success in the face of losing your job, you are putting yourself in the position that you may be playing catch up if you get the pink slip.

The goal of this lesson is to put you in an active mindset rather than falling into complacency. Take control of your situation and do the following in order to ensure that—if you find yourself in the situation where you are unexpectedly looking for a new job—you are in the best position possible to find something quickly:

1. Take a look at your performance. Does it put you into the category that your management team would want to make sure you are at the bottom of the list when they are deciding which roles need to be cut? Are you doing a great job? Are you adding value?
2. Take a look at your network within your company. Do you have contacts in multiple departments? Would you be able to reach out to someone in another department if you were in need of a new job? Would someone in another department think of you for an open role in their department?
3. Keep your resume up to date. Updating your resume is a daunting task if you haven't updated it since you got into your current role. If you find yourself unexpectedly out of work, you don't want to be held up for applying for new jobs by an outdated resume. **Put a recurring block on your calendar** and update your resume every 6 months.
4. Keep your network active. Make sure you are not neglecting your contacts until you need them. An easy way to do this is to remain active on LinkedIn. Make regular posts so that people in your network are reminded of you often. Reach out to people on a regular basis just to keep in touch. That way, when you need them, they will already be warm contacts.

## What to learn more?

[Listen to Episode 9](#)—Preparing for Your Annual Review. This is a companion episode to keeping your resume updated. The same concepts apply.

[Listen to Episode 10](#)—Time Blocking. Use this method to ensure your resume is kept up to date and to keep active with your network.

[Here are 7 Networking Tips](#)