Networking Tips

The people in your life are important job search resources. Networking is the number one way to get a job. The purpose of networking is to gather information, gain exposure to the job market, and gather names and referrals.

Types of Networks

- **Personal**
  - Family, friends, members of social clubs, acquaintances, religious group members
- **Professional**
  - Colleagues
- **Community**
  - Professional, cultural, or civic organizations
  - Community or volunteer organizations

Step by Step: Networking from start to finish

1. Think about what fields, jobs or companies you want to explore
2. Develop a list of potential contacts
3. Develop a contact strategy and script
4. Request a 15-30 minute in-person interview
5. Prepare questions for the interview (see below)
6. Conduct the interview

Effective Networking

**Have good people skills**
- Assert yourself positively
- Meet at the convenience of your contact
- Be clear about what you want
- Don’t ask for a job!
- Always write a thank-you note

**Ask good questions**
- Consider your goals and develop questions beforehand
- Use open-ended questions to keep conversation flowing
- Do your research ahead of time and avoid questions that can be easily answered with a little personal research

**Present yourself as a professional**

**Take notes**

Don’t confine your networks to contacts in your profession- branch out

Always ask permission before using someone as a reference or referent