SUCCESSFUL NETWORKING

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Career Development and Alumni Relations
People enjoy talking about themselves.
Why Network?

- Many jobs are unadvertised
- Learn more
- Uncover resources
- Make connections
What’s networking?

- Maxwell receptions, reunions, social events
- Professional organizations (YPFP)
- Summer classes
- Attend talks – Tip: arrive early and plan to stay a little late
- Informational interviews
Where can I find contacts?

- Online:
  - LinkedIn (Maxwell!)
  - Facebook
  - MySpace

- In Person:
  - Civic groups
  - Sports groups
  - Religious Groups
  - Previous work experience
Two types of networking

(A Foot in the Door)

- Developmental
- Strategic
Informational Interviews
Rule # 1

Informational interviews are NOT job interviews.

You will destroy all of the potential benefits of this valuable tool if you violate this tenet. Think through every step. Value every contact.
Informational Interviews ARE:

- Chance to gauge whether or not a career or organization is right for you
- Chance to practice your interviewing skills
- Chance to build your second-tier contacts
- Chance to brand yourself
How do I ask for one?

- Identify professionals whose job you would like to have now or in the future

- Determine your ideal conversation structure

- Write, call or email to request an interview
  
  TIP: A Foot in the Door: Sample letters and scripts on pages 150-158.
Preparation

☐ Know your purpose

☐ Do your homework

☐ Decide how you’ll record information

☐ Practice and prioritize your questions
  - TIP: A Foot in the Door, sample questions on page 166

☐ Confirm your appointment

☐ Dress appropriately

☐ Bring an updated resume, but don’t give it unless asked
Execution

- Respect your contact’s time
- Turn off your cell phone
- Listen actively
- Be aware of your body language and nonverbal cues
After the interview

- Follow up with thank you notes, progress reports

- Thank you notes:
  - Personalize them – allude to something you discussed
  - Remind them of anything you asked them to do
Keeping Track of Your Network

Suggestions of what to record:

- Contact name
- Company
- Title/position
- Phone, email
- Evaluative comments, questions, areas to follow up on

TIP: A Foot in the Door, sample recording charts on page 181
Helpful resources:

- A Foot in the Door, www.quintcareers.com
- Riley Guide www.rileyguide.com
- Career Development and Alumni Relations
Don’t Miss

Interviewing Strategies Workshop

Oct. 20, 11:30-12:00 Maxwell 204B
Oct. 28, 2:15-2:45 Maxwell 204B
Questions?