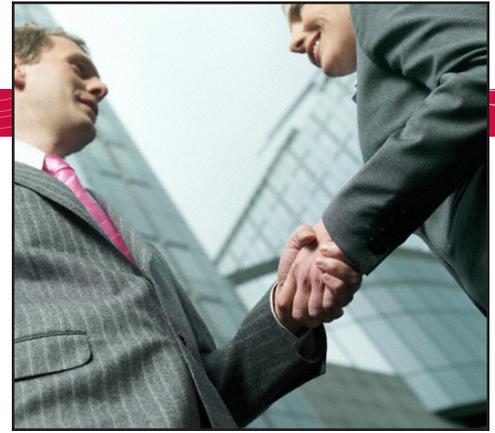


# NETWORKING 101: YOUR KEY TO A NEW JOB



Networking is the single most effective tool in finding a job. It's all about expanding the group of people you know and leveraging their knowledge and connections to help you get a job. Successful networkers are not egocentric or aggressive. They work hard to develop a relationship, establish their credibility, and ask for and share information.

## BENEFITS OF NETWORKING

- 70-80% of all jobs are unadvertised! Networking opens up doors to these unadvertised opportunities.
- Networking delivers that personal touch that you just can't convey through a resume.

## HOW DO I BEGIN?

The best way to start networking is to start with what and who you know. Family, friends, classmates, recent graduates and professors are a great start, but you may also want to join a few student and professional organizations. If you are an established job-seeker, you may also consider using past and present co-workers and mentors.

*Remember, when you network, it's important to know what you want, know your strengths, and know how to talk about them.*

Another step in networking is attending Career Fairs. Not only should you talk with companies in which you are interested, you should also talk with companies that you are not familiar with. You might be surprised by the positions they offer! Project enthusiasm and confidence, and use a buddy system if you are nervous. Other options for networking include online discussion groups and web-based networking.

## STEPS TO SUCCESSFUL NETWORKING

1. **Develop a firm grasp of job search basics.** You can do this through a visit to a career development facilitator at your Career Services office.
2. **Conduct a self-assessment.** Review your strengths and weaknesses. You should also zero in on the types of jobs you want and the companies or industries that interest you.
3. **Prepare a strong resume.** Ideally, you should have a resume in traditional format and a scannable resume.
4. **Decide how to organize your network.** Create a database or spreadsheet with key information such as names, addresses, phone numbers, e-mails and dates of communication.
5. **Communicate with your network.** You must communicate your current needs with your network in order for your contacts to help you. Don't be afraid to ask for help!
6. **Initiate informational interviews.** The purpose of an informational interview is to obtain information, not get a job. You can gain valuable information about an industry by talking with people currently employed in the field.
7. **Follow up with your network.** Never take your network for granted! Always keep them informed.

*Source: QuintCareers.com, "Networking Your Way to a New Job".*

## The DO'S and DON'TS of Networking

- **DO** think creatively about where to find network contacts. You can find people to add to your network almost anywhere.
- **DON'T** go anywhere without copies of your resume and business cards.
- **DO** join a professional organization related to your field. According to many sources, professional organizations are one of the top venues for networking.
- **DON'T** be afraid to ask for help. Most people are flattered to be asked for assistance and advice with your job search.
- **DO** find a mentor to guide you on your job search.
- **DON'T** forget to thank everyone in your network who has been helpful to you, preferably with a nice thank-you note.
- **DO** come up with a system for organizing your network contacts, such as a spreadsheet, a three-ring binder or a file box of index cards.
- **DO** keep networking even after you've found a job. You never know when you might need your network contacts again.
- **DO** visit your Career Services office for more help with your networking skills.

*Source: QuintCareers.com, "Networking Do's and Don'ts".*

