

NETWORKING

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Building Your Network

When your goal is to increase the number of contacts that you have in your network. It is helpful to not view a new contact as simply someone that you want help from in learning about or getting a position.

Effective networking is based on relationships that are cultivated so that a mutual exchange of information, advice, and support is given and received. You can network to decide on a career choice, to conduct a job search, for career management or for business development.

Make a list of everyone you know and people they know. Identify how they could help you gather career experiences and information.

WHO IS YOUR NETWORK?

- Social Circle (friends, family, co-workers, etc.)
- Education (professors, advisors, continuing education seminars, etc.)
- Professional Groups (trade associations, formal network groups, breakfast clubs)
- Personal & Professional Services (Physicians, attorneys, accountants, etc.)
- Multimedia (news groups, web sites, personal email address list, authors, etc.)

Keep Track! Keep account of individuals you meet, their organization and what transpired during the interaction.

HOW TO NETWORK

- Create a personal commercial about yourself
- Establish rapport
- Hold yourself accountable
 - Follow through on your commitments and avoid making empty promises
- Show thanks!
 - Sent them your email or card. Anything that shows you appreciated the individual's assistance
- Volunteer anywhere that relates to your field of study

Think local – Think small – Think long term – Think diversity

Where to Network

- One-to-one meetings with networking contacts
- Conferences or conventions
- Training sessions or workshops
- Networking groups
- Social and Community settings
- Career Fairs
- Campus activities/Professional societies
- Alumni/Mentor programs
- Company information sessions
- Informational interviews with professionals

Virtual Networking

Add to your LinkedIn profile!

- Add work history, skills, and keywords
- Follow companies
- Make connections to people you have worked with or met
- Communicate with recruiters and professionals in your field
- Share posts, articles, news, etc. related to your desired career field