

## NETWORKING TIPS

- **Early in the morning**, in the middle of the week, is usually the best time to make networking phone calls.
- **Don't call on Monday, Friday, lunch hour, or late afternoon** if you can help it.
- **On the telephone, get to the point** of your call quickly, which is to:
  - Introduce yourself
  - Briefly explain why you are calling
  - Arrange a meeting
- An example of what you might say is:

"**This is John Jenkins. Martin Parks from Goodyear Tire and Rubber Company tells me that you are the person I should speak with about \_\_\_\_\_ (a field of interest, an industry, a company). He suggested that I call to see if we could get together.**"

## MEETING WITH YOUR CONTACT

- Get your contact interested in you without directly asking for a job.
- Mention your job hunt in general, your **need for names, information, and advice specifically**. Do not speak in the abstract, **be concrete**.
- Before meeting with contacts, **thank the person that made the initial suggestion** to meet with him or her. **Ask for tips** about how to communicate best by determining some **likes, dislikes, and interests**. If you can, **tailor your approach to fit the individual personality**.
- At the meeting, **summarize your objective** - even if it means repeating what you had said on the phone.
- Be an **active participant** - **well thought out questions**, a brief **summary of your job hunt**, and **clearly defined goals** show that you have prepared for the meeting and are in charge of yourself.
- **Personalize your questions** when you can - make the person understand that he or she can make a significant difference in your job search. Give him or her a good reason to want to help you.
- **Don't underestimate the importance of your initial meeting**. At some point, this person will be in a position to hire someone or recommend someone for a job. You want to be that person.
- **Act as though you were being interviewed for a job**.
- Be **positive** and **confident** about your goals and background.
- **Never say anything negative about your current or former employers or jobs**.
- Most importantly, show a **genuine interest** in and **enthusiasm** for your **job search**, and for the **meeting** itself.
- **Honest compliments** never hurt - but do not resort to insincerity.
- **Take written notes** during the meeting.
- Keep the initial meeting to **15 to 30 minutes**.
- **Right after the meeting, make notes** on 3x5 cards or in a spiral notebook: date, **what was discussed**, **suggestions** that were made, new **names given** by contact to call---refer to this for a quick reminder before you call this person again.

## FOLLOWING-UP

Keep in mind a meeting is not an end, it is a beginning:

- Set up a concrete reason for checking back - following-up on suggestions, names you have been given, companies to apply to, and research to complete.
- When you have a reason for calling back, it makes it easier for you to keep in touch. It also ensures that you will maintain an ongoing relationship.
- **After each meeting**, always take the time to **send a short THANK YOU NOTE**. Recap a particular part of the conversation - one that highlights a skill or achievement from your previous job, or something especially interesting that you had discussed. **A note that is more specific than a general thank you note will have greater impact and be remembered. Personalize each thank you note - do not use a form letter.**
- Continue to build on initial meetings - **don't mistake being persistent for being pushy. Periodic calls** maintain and build a relationship; constant calls destroy a relationship.
- The best way to follow-up is to call with a **special question** relating to your discussion or to call to explain how the advice that you received is contributing to your job search.
- **Nobody is too shy or timid to follow-up** effectively. If you are not comfortable on the phone, send thank you notes or notes to request another meeting.
- **Have your initial contacts speak to the referral persons and ask for feedback.**

As your network develops, start weeding out those people who haven't been helpful. It makes your network smaller but stronger.

## REMEMBER

- **The best way to find a job is through networking** with people that you know, are acquainted with, or want to know.
- Don't be afraid to **use the telephone** to make contact with people who can help you.
- If you are **enthusiastic** and **express appreciation**, in most instances, people will respond positively, and want to help you.
- Always **carry several copies of your resume with you**. You never know when you might run into someone who can help you in your job search.
- **Be prepared to ask pertinent questions and to answer questions.** Be honest, but careful. Always **follow-up**.
- Keep detailed **written and/or computerized records** to avoid confusion about what transpired with your many contacts.
- **Don't put all your eggs in one basket.** Once you start networking, don't stop.
- **Networking is only one avenue** to pursue in your job search. You must also explore **the Internet, classified advertisements, trade magazine advertisements, recruiters, and/or cold calling.**

## NETWORKING

### A Person Learns What They Experience

<i>If a person experiences warmth,</i>
<i>they learn that they are welcome.</i>
<i>If they experience friendliness,</i>
<i>they learn to smile.</i>
<i>If they experience kindness,</i>
<i>they learn to be kind.</i>

<i>If they experience unhurriedness,</i>
<i>they learn that they are important</i>
<i>If they experience thoroughness,</i>
<i>they learn confidence.</i>
<i>If they experience competence,</i>
<i>they learn respect.</i>
<i>If they experience frankness,</i>
<i>they learn trust.</i>
<i>If they experience concern,</i>
<i>they learn appreciation.</i>
<i>And, if they experience all of this,</i>
<i>they learn that positive attitude is what sells.</i>
--- ANONYMOUS