

NETWORKING TIPS

- Early in the morning, in the middle of the week is usually the best time for making networking calls
- Calling on Monday, Friday, during the lunch hour or late afternoon are often less productive times to call
- When you reach your contact, get to the point quickly. Remember, your objectives are:
 - Introduce yourself
 - Briefly explain why you are calling
 - Arrange a meeting
- An example of what you might say is:

"Hello, this is John Jenkins. Martin Parks from Goodyear tells me that you are the person I should speak with about _____ (a field of interest, and industry, a company, etc.) 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.
- Before meeting with contacts, thank the person who made the initial referral. Ask that individual for tips on how to communicate best with the contact. Information about likes, dislikes, interests, background, etc., can be helpful in establishing rapport with your new contact.
- At the networking meeting, summarize your objective – even if it means repeating what you had said on the phone.

- Being an active listener with well-thought-out questions, a brief summary of your job search and clearly defined goals show that you have prepared for the meeting.
- 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.
- Act as though you are 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 avoid being patronizing.
- Take written notes during the meeting.
- Keep the initial meeting to fifteen to thirty minutes.
- Right after the meeting, make notes on 3x5 cards or in a spiral notebook: date, what was discussed, suggestions made by the contact, new names received, etc. Refer to these notes for a quick reminder before calling this contact again.

Following Up

- Keep in mind, a meeting is not an end, it is a beginning.
- Establish a concrete reason for checking back, following up on suggestions, names you have been given, companies to contact and research to complete.

- Having a reason for calling back 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 with a reference to a particular part of the conversation that highlights a skills 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 than you note. Do not use a form letter.
- Continue to build on initial meetings. Don't mistake being persistent for being push. Periodic calls maintain and build a relationship; constant (pestering) calls destroy them.
- 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.
- If you are not comfortable on the telephone, send thank you notes or emails with updates.
- As your network expands, start weeding out those people who haven't been helpful.

Remember

- The best way to find a job is through networking with people 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 will want to help you.
- Always carry several copies of your resume with you. You'll 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 of your eggs in one basket. Once you start networking, don't stop.

A Person Learns What They Experience

If a person experiences warmth --they learn that they are welcome

If they experience friendliness-- they learn to smile

If they experience kindness -- they learn to be kind

If they experience unhurriedness – they learn that they are important

If they experience thoroughness—they learn confidence

If they experience frankness—they learn trust

If they experience concern—they learn appreciation

And, if they experience all of this—they learn that positive attitude is what sells

--Anonymous