

## **Networking basics**

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### **Networking fundamentals**

This is a personal, face-to-face effort.

Talk about your job search to EVERYONE you meet.

Be prepared to explain the job you'd like in one or two sentences in lay language.

Keep track of all suggestions from the people you meet.

Follow up on all leads (especially leads from your networking contacts).

### **Elevator talk**

30-second version

2-minute version

Practice

### **Follow up**

Contact the lead!

Thank you note to the source

Update the source periodically – stay in touch

### **Record keeping**

Keep good records

- Phone calls
- Conversations
- Networking or advice interviews
- Resumes sent (identify version)
- Cover letters sent (identify version or keep a copy)
- Job interviews
- Thank you letters sent
- Follow-up activities
- Personal and professional information about your contacts
- Personal and professional information about any leads you get.
- Information about prospective companies.

Record immediately

- What was said
- Networking leads
- Maybe even mood and body language

See the database Bob Mohr recently offered to WorkQuesters.

### **Advice interview**

Ask for advice on job search, where to find openings, comments on resume, etc.

See Glen Schillo's handout, *Advice/Information Interview*, on our website.

### **Sources (where to find the people who'll give you the leads)**

Professional society meetings

Networking groups

Volunteer jobs

People you've worked with in the past

People you'd like to work with

People that other people know

Church, school, sports teams, clubs, other organizations

Friends, neighbors, and relatives

Parents of your children's friends

Strangers on the bus

### **Additional ideas**

Meet in a coffee shop, restaurant, library, or building lobby.

Use the name of the person who suggested the contact in your opening sentence.

Be a regular member of a networking or job search support group.

Wear nice clothes and be upbeat when ever you leave your home (you never know)

In a networking interview, buy the coffee or lunch for the person whose time you are benefiting from.

See Jim McCarty's handout, *Networking...and Your ROI*, on our website.