

# Networking Tips

for finding the perfect Job/Internship



Taking Success to the **NEXT** Level

# Great *Networking* tips for finding the perfect Job or Internship

- What is networking?
- Who is your network?
- 10 Tips for building a healthy network...*job & internship strategies*
- Do's & Don'ts of Networking
- Your Social Media Persona
- Review final steps in the networking process...*make the most of your networking*



# What is *Networking*?

**Networking** is the process of developing contacts and exchanging information regarding careers and potential future opportunities.

It is a combination of research, conversation, and analysis.



# Who is your *Network*?



- Informal Sources – those who know your profession or those who have the kind of job you are pursuing (friends, family, co-workers, alumni, faculty, coaches).
- Formal Sources – Professional organizations, volunteer groups, community centers, job fairs, workshops, presentations



## 10 Tips for building a healthy *network*

1. Revise your resume and start practicing interview skills
2. Establish a LinkedIn profile and invite friends and contacts
3. Conduct informational interview with professional working in your desired career field
4. Seek out leadership opportunities... *(Join a campus organization, team or club, alumni mentoring program)*
5. Self-assess to determine your skills, interest, values, strengths and challenges - *(Myer-Briggs)*
6. Begin to explore and applying for an Internship - *(Volunteer or Peer Mentor)*
7. Take advantage of the Career Readiness Workshops - *(resume writing, mock interviews, career exploration, career coaching)*
8. Stay connected by following Career Services on College Central Network, Facebook, Twitter – *(Special Events)*
9. Speak to company representatives at Career fair
10. Plan your job search early; research companies

# Networking *do's* & *don'ts*

## **DO'S**

- Be assertive
- Elevator speech
- Be confident about your goals; Express your interests, experience and accomplishments



## **DON'TS**

- Do not be shy
- Do not talk in a manner that portrays you as arrogant, over-confident, or negative
- Do not talk about politics or religion
- Do not relegate your conversation to simply asking for a job



## Employer Use of Social Media Grows

According to the NACE's 2014 survey, Social Media is quickly becoming a standard in the field of college recruiting as more than three-fourths (**78.3 percent**)

**49.7 percent** of the employers responding to the survey report, uses social media use it to search for and contact potential candidates, while **17.8 percent** use it review information on the candidate profile. [www.naceweb.org/surveys/college-recruiting.aspx](http://www.naceweb.org/surveys/college-recruiting.aspx)

<http://www.cnn.com/2015/04/18/us/texas-veterinarian-facebook-cat-shot/>

# SUMMARY

## *Networking Tips* for finding the perfect job / internship

- Social networking sites such as LinkedIn and Facebook
- Alumni networks and campus mentoring programs
- Career fairs, Employer information sessions, Career Readiness Workshops, and networking events
- Professional associations related to your field of Interest such as SHRM
- Friends, family and Community groups
- Determine the specific type of position you desire
- Conduct a self-assessment of your interest and skills to develop a specific objective / direct search
- Develop effective skills resume, cover letter
- Attend workshops
- Gain experience through internship
- Develop a network through family, friends' faculty, classmates, co-workers
- Conduct informational interview with professional working in your desired career field





The more you  
network, the easier  
it will become to  
develop your career

