

NETWORKING TIPS

WHAT IS NETWORKING?

- *Networking is establishing and maintaining mutually beneficial connections with people.*
- *It isn't schmoozing, being fake or asking for jobs.*

WHO IS IN MY NETWORK?

- *Everyone! Friends, family, classmates, alumni, organization members, people waiting in line at the airport, etc.*

WHAT DO I SAY?

- *Introduce yourself.*
- *Discuss your experience in school, your major field of study and any other relevant work, internships, volunteer positions, sports, etc.*
- *Describe your employment goals. What are you looking for now and/or in the future?*

ETIQUETTE

- *Listen to others when they are talking and ask questions.*
- *Enter conversations carefully and exit conversations politely.*
- *Obtain business cards when appropriate.*
- *Remember to use a strong handshake, stand with confidence and maintain eye contact.*

FOOD

- *Focus on the people and not how much food you can fit on your plate.*
- *If choices are available, choose less messy, easy to eat options.*
- *Food and drink in hand = no hand available to shake.*
- Never have both in your hands!

FOLLOW UP!

- *Send follow up emails to thank any new contacts and connect with them on LinkedIn.*