NETWORK WITH YOUR ESTABLISHED CONTACTS

1. Make a list of ALL your personal contacts. Creating this list may be easier if you think of the following groups:
   - Friends
   - Relatives
   - Former co-workers & supervisors
   - High school & college classmates
   - Social groups
   - Sports teams
   - Professional associations
   - Religious groups
   - Service providers (ie: dentist, doctor, etc)

2. Develop a profile of yourself so that you can be clear and concise when speaking to your network contacts.
   Be able to express:
   - What you are looking for in a job
   - What your abilities are
   - What your skills are
   - What your experience/background is
   - What your personal qualities are
   - What setting you want to work in

3. Call your contacts beginning with the group you feel most comfortable with. A face to face meeting is preferred. 
   Tell them you would like their assistance in identifying potential jobs.
   TIP: Whether your call results in speaking to your contact over the telephone or in a meeting, DO NOT treat it as a casual 
   conversation. For a meeting: be on time, dress professionally, do not overstay your time, have a resume to leave behind, bring a 
   small gift of appreciation.

4. During the call or meeting, introduce yourself using the profile you developed. The clearer your profile, the easier it 
   will be for your network contacts to help you.

5. Ask your contact if s/he knows of:
   - Job openings that fit your experience, skills, and/or abilities
   - Companies that hires people with your experience, skills, and/or abilities
   - Someone who would know of such job openings or knows a lot of people or who has opportunities to meet a lot of 
     people
   TIP: Encourage your contact to let others know about your plans and availability.

6. Send a thank you note to your network contact, follow up on all leads provided, and continue to contact others on 
   your network list.
NETWORK AT OTHER EVENTS

1. Seek out opportunities to network at other venues such as:
   - Career fairs
   - Volunteer events
   - Student organization meetings and activities
   - Club meetings and activities
   - Gatherings of family and friends

NETWORK AT A PROFESSIONAL EVENT

1. GET READY...
   - Wear appropriate attire:
     • Males: aloha or collared shirt tucked in; slacks; dress shoes (no athletic shoes)
     • Females: dress; slacks or skirt with blouse; covered shoes (no spaghetti straps, low necklines, short hemlines)
   - Find out in advance who will be there
   - Create a Personal Brand Statement (60-second statement of who you are):
     • What makes you unique
     • What are you passionate about
     • What do you do better than others
     • What will an organization value about you
   - Bring a business card with the following:
     • Your picture
     • Personal brand statement
     • Contact information
     • Information on both sides but with some white space
     • Matte finish (so notes can be written on card)
     • Optional: Quick Response (QR) codes (flashed by a smart phone allows quick exchange of contact information, connecting with social network, or playing a video)
   - Address Senior Professionals by ‘Mr.’ or ‘Ms.’ or appropriate salutation
   - Wear your name tag on your right side so it can be seen
   - Introduce yourself (don’t speak only to people you know) or have someone introduce you
   - Use your Personal Brand Statement
   - Greet with a firm handshake (refrain from hugging)
   - Make eye contact
   - Remember faces and names

2. GET GOING...
   • Wear your name tag on your right side so it can be seen
   • Introduce yourself (don’t speak only to people you know) or have someone introduce you
   • Use your Personal Brand Statement
   • Connect through shared interests, history, or other connectors
   • Be humble (know the difference between describing your strengths and boasting)
   • Be a good listener (do not monopolize the conversation)
   • Be polite
   • Refrain from consuming alcohol (that may make you feel relaxed but also contribute to you saying or doing something regretful)

3. GET GROWING...
   • Be engaged, responding to questions and asking questions
   • Ask questions of the Professional:
     o About the projects s/he is working on
     o About internship and job opportunities; salary information
     o What s/he likes most (least) about work
     o To describe a typical workday or week
     o Advice for someone wanting to get into this field of work
     o Challenges in balancing work and personal life
     o Experience needed to be successful in this field
     o About future career opportunities
   • Deliver promises (e.g. to send the article or call the person referred to)
   • Call to say thank you
   • Keep in touch (ask for a business card or contact information)

4. AND GROWING...
   • Deliver promises (e.g. to send the article or call the person referred to)
   • Call to say thank you
   • Keep in touch (ask for a business card or contact information)