

NETWORKING

Milestone 4
CONNECT
Build Your Network



What is networking?

Networking is the process of developing relationships with people in order to achieve and advance your career goals.

It is an on-going process that that continues as your circle of contacts grows.

Why is it important?

Networking can help create opportunities to you that may not have otherwise been available. By connecting with professionals in fields of interest.

Research shows that 70-80% of jobs are never publicly posted and are obtained through networking!

The Do's

- Choose appropriate attire for the event or informational interview
- Arrive on-time or early for the event
- Ask questions! Have some general questions prepared beforehand
- Show that you are engaged by making eye contact and actively listening
- Share details about your goals and experiences
- Always follow-up a formal or informal networking connection with a thank-you note or email

The Don'ts

- Walk in not knowing what goals you hope to achieve through networking.
- Do not ask for a job or internship
- Talk only about yourself and your goals. The conversation should flow equally
- Interrupt someone else's conversation. Join the conversation and wait until a break in the conversation to introduce yourself
- Forget to leave without asking for an email or LinkedIn connection for the follow-up

4 PILLARS OF NETWORKING

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Identify

Make a list of the people in your life that are currently working in a career field of interest, or who may help you get connected to people in that field. Consider everyone from friends and family to mentors, coworkers, teammates, supervisors, supervisees, faculty, and staff

TIP: Don't forget about your LinkedIn connections!

Prepare

Prepare for networking to happen in both formal and informal settings. In formal networking settings, think about what you want to get out of it. Be open to networking happening informally!

Genuine connection can be more impactful than forced connections.

TIP: Have a short introduction about yourself prepared beforehand.

Connect

When connecting with individuals, ask questions! People enjoy discussing their work. Show that you are engaged with your body language and through your follow up questions. Use this as an opportunity to share your own interests and goals and to create genuine connections with others

TIP: Think about what you hope to gain from this connection before meeting.

Follow Up

One of the most important aspects of networking is the follow up! It is vital that for any connections you hope to keep in your network, you follow up with a thank you note or email that highlights an aspect of your conversation to show that you were engaged and that you valued their time!

TIP: Send the thank you email or note within 24 hours of meeting



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