NETWORKING 101

NETWORKING FACTS
• Nearly 80% of available jobs are not advertised
• Networking is a crucial tool necessary to access these unadvertised positions
• Nearly half of all job connections are made through networking

What is Networking?
• Developing relationships with working professionals in order to achieve career goals.
• An on-going process which continues as your circle of contacts grows.

What is NOT Networking?
• It is not asking for a job from someone.

Why Should I Network? Is it Necessary?
• Considered one of the most effective ways to find jobs and internships nationwide.
• A powerful tool that is needed not just in obtaining your first job, but will also assist you when searching for future jobs.
• It is a 2-way street. Remember, don’t just ask a person to be in your network. Agree to be in other peoples’ networks.

What’s Inside?

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is Networking?</td>
<td>1</td>
</tr>
<tr>
<td>How do I network?</td>
<td>1</td>
</tr>
<tr>
<td>How do I make new contacts?</td>
<td>2</td>
</tr>
<tr>
<td>Tips for making that first phone call</td>
<td>2</td>
</tr>
<tr>
<td>Tips for networking in social settings</td>
<td>2</td>
</tr>
<tr>
<td>What is informational interviewing?</td>
<td>3</td>
</tr>
<tr>
<td>Examples of informational interview questions</td>
<td>4</td>
</tr>
<tr>
<td>How do I keep in touch with my Network?</td>
<td>4</td>
</tr>
</tbody>
</table>

Career Services Office ♦ 127 Pryzbyla Center ♦ (202) 319-5623 ♦ http://careers.cua.edu ♦ careers@cua.edu
1) Who Is In My network?
- Family, friends, neighbors
- Social gatherings
- Professors, staff members, advisors
- People you have met during internships and volunteer work
- Alumni networks

2) What Should I Tell My Personal Network About Myself?
- Information about your experiences, achievements, why you are interested in that field.
- The people within your network may eventually recommend you to a colleague, or even hire you themselves.

3) What Information Can I Gain From My Personal Network?
- Request information about the field in general or about a particular organization.
- Ask if they know of other people that you could meet or talk with
- Ask what they think about your job qualifications.

---

How Do I Network?

1) A Traditional Letter
- Attached with your resume is a good way to establish a primary connection at an organization.
- Gives an organization advanced notice that you will be following up with a phone call.

2) A Phone Call or E-mail
- Good ways to introduce yourself to an organization and ask for a face-to-face meeting.
- Remember, you are asking for advice and information, not asking for a job.

3) Social Settings
- Receptions, parties, and conferences are prime examples of social situations where networking can lead to information and opportunities.
What Should I Say When I Make That First Phone Call?

You have been referred by someone else:
"Hello, my name is ____ and I'm calling on the recommendation of _____. She told me at the ______ Conference that you would be able to give me some valuable information on the (your area of interest). Do you have a moment?"

You do not know the person:
"Good morning. We have never met. However, I am currently a ____ major at Catholic University in Washington, D.C. and I would like to move into (your area of interest). Before I formally begin my job search, I am looking for advice on how you would research the field and what you might do in my situation. Do you have a moment?"

Tips For That First Phone Call
- Demonstrate a positive attitude.
- Pronounce the person’s name correctly
- Don’t be afraid to ask, "Would you be the best person to speak with regarding _____?"
- Communicate your referral, if you have one, to establish something in common immediately.
- Be direct and state clearly that you are asking for advice or information, not asking for a job.
- Always ask if the individual has a moment to speak with you or if you should call back at a more convenient time. more convenient time.

Tips For Social Settings
- Approach strangers and introduce yourself with a smile and a handshake.
- Try to use an opening line based on the current social situation and try to end your opening line with a question.
- Don’t take it personally if someone does not want to talk to you or becomes pre-occupied with something else.
- Make eye contact when talking to the person—it shows sincerity and interest
- Be careful about telling jokes. Do not tell any ethnic, sexual, gender, or political jokes.
- Wait for an appropriate opportunity or for the end of the conversation to ask for a business card.
What is Informational Interviewing?
- Information interviews are meetings you arrange with a contact in your career field of interest. Ideally, this contact holds a current or prior position in the field.

- Your contact person should have the most current information about the field you are interested in and may or may not have the power to hire you within the organization and impart valuable information.

Steps In Conducting an Informational Interview:
1. **Identify the Occupation or Industry You Wish to Learn About**
   - Assess your own interests, abilities, values, and skills, and evaluate labor conditions and trends to identify the best fields to research.

2. **Identify People to Interview**
   - Start with lists of people you already know—your personal network. Then schedule interviews with people whom you have contacted by letter, phone, or e-mail at their convenience. Remember they are doing you a favor.

3. **Prepare for the Interview**
   - Research the field prior to the interview. Decide what information you would like to obtain about the occupation/industry.

4. **Arrange the Interview**
   - The interviews typically last from 20-30 minutes

5. **Thank your Contact**
**Example Of Questions To Ask In An Informational Interview**

**Background/Prior Experience:**
- What was your career path that led you to your current position in this organization?
- Where have you worked before? Would any of these employers be ones I could also contact?

**Preparation:**
- What kinds of prior experience are absolutely essential? How did you prepare yourself for this work?
- What credentials, educational degrees, licenses, etc. are required for entry into this field?

**Career Exploration:**
- Can you describe a typical work day in your organization?
- What challenges have you encountered in this job?
- What do you feel is most rewarding about the work itself?
- Are there any new trends in your profession/industry that will change the nature of the job or provide new opportunities?
- What types of professionals do you work with, inside and outside your organization?

**Internship/Job Inquiry:**
- How do people find out about these jobs? Are they advertised in newspapers, by word-of-mouth, or by the Personnel Office/Human Resources Department?
- What departments within your organization tend to hire (interns/entry-level jobs) and how often? Is there room for promotion?
- How much do wages or salaries vary in your work by employer, region, or industry?

**Advice Relating to You:**
- How well suited is my background for this type of work/graduate program?
- What educational preparation do you feel would be best?
- What kinds of experiences, paid employment or otherwise, would you most strongly recommend?
- If you had to do it all over again as a college graduate, what would you do differently?
- Can you recommend any trade journals that would give me greater insight into issues/trends in the profession? What professional associations would you recommend I become a member in order to network?

---

**How Do I Keep In Touch With My Network?**

- Always send a letter thanking the person for his/her time.
- Keep a list of everyone you talked to and the information they provided you.
- Periodically inform the individual of the progress you have made in your job search-you never know when there will be a job opening!