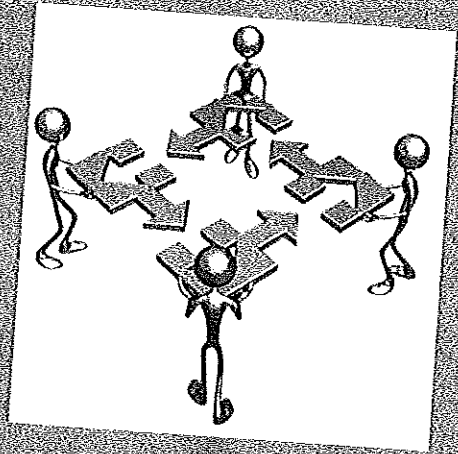


# Networking Skills

## Tips for Networking Success

- Develop your network beginning with a list of relatives, friends, associates, neighbors, classmates, teachers, and who you know at religious and civic organizations
- It is not what you know but who you know
- Keep a record of your contacts and contact date
- Do not expect immediate results
- Attend everything relevant to your profession
- Introduce two people to each other
- Don't wait too long to follow up
- Don't make assumptions about events
- Develop a 30-60 second "commercial" that is upbeat, positive and highlights your skills



## Networking Behavior looks like this...

Always smile and be polite

Do not ask for a job but ask for help in your search

Ask for a referral to someone else

Thank everyone for their help

Make sure to ask if it is a good time

Rehearse a script about your story

Always be positive and upbeat

Don't forget who helped you

Keep up communications with others

People like to be asked their opinion

## What is the purpose?

To establish useful contact with those people you know who are familiar with your chosen industry

To maximize your exposure to others

To practice communication skills

To be remembered for a future job

To learn about other industries

To obtain referrals to positions