

Networking Workshop

Presented by the Student Chapter Committee

Cindy Bacon - Legg Mason

Greg Ford – ARINC, Inc.



Agenda

- Introductions
- Successful Job Search Guidelines
- Networking – Open discussion
- Q & A

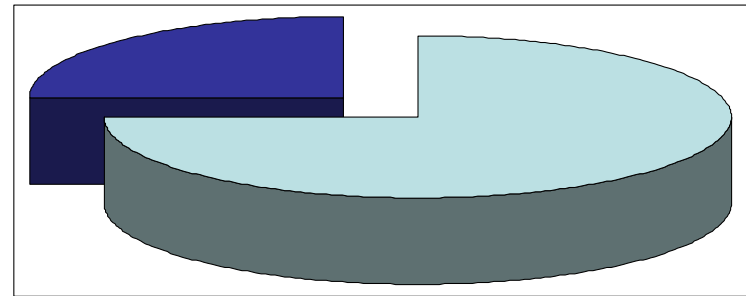


Successful Job Search Guidelines

You need to take a multi-faceted approach to finding your position.

- 75 % of positions
Contacts - Networking

- 25 % of positions
Want Ads, Job Postings



Successful Job Search Guidelines: Networking

- Professional organizations
- Job fairs
- Family, Friends, Neighbors
- Informational interviews / Meetings

Goal - A large network of contacts working to find a position for you. Follow up is needed.

Goal - Set up a database to track the actions you are taking within your established network. This will promote action items and leads.



Contact Name	Date	Comments

Successful Job Search Guidelines: Ads and Job Boards

- Respond to want ads in newspapers, professional journals, and various internet job boards.
- Post your resume on the various internet job boards for recruiters to search.
- Search niche web sites for contacts or areas to post your resume.

Goal - A plan to have your resume seen by the right industries at the right time.

Goal - Set up a database to track your actions as to where you have your resume posted and to what positions you have applied.



Successful Job Search Guidelines - Resume

- Have a solid resume that doesn't make a recruiter figure out what you want to do.
- State a clear objective.
- Have a variety of resumes depending on the area you are targeting.
- Don't tell what you are on your resume, show. Results needed.
- Electronic is better, but always have a hard copy.
- Format simply for scanning capability. Keep to 1 page.
- A resume turns the knob, you open the door.



Successful Job Search Guidelines - Human Resources Process

- A recruiter gives your resume 30 to 60 seconds to see if you meet the position criteria.
- Your resume is sorted into an A, B or C pile.
- The A pile is forwarded to the hiring manager.
- If the manager requests to see more resumes, the recruiter may then send the B resumes.
- The hiring manager will review the resumes and short list to usually 3 to 5 candidates.



Successful Job Search Guidelines - Interview to Offer

- From the short list, phone interviews are conducted to see if there is a fit and establish salary expectations of the candidate.
- Face to face interviews conducted final two to three candidates.
- Offer extended to selected top candidate.
- Negotiate if your “gut” can take it.



Successful Job Search Guidelines - Tip to be the Top Candidate

- Get to know someone within the company.
- Be a referred candidate from someone within the company.
- Understand Human Resource's role.
- Try to deal directly with the hiring division as much as possible.
- Be flexible for additional interviews.



Successful Job Search Guidelines - Tips for Interview

- Know information about the company when you interview.
- Avoid yes and no answers. Try to answer questions with 3 to 5 sentences (this enhances the flow of the interview).
- Be a good listener.
- Be yourself.
- Follow up with a thank you letter, card or email (don't let them forget you).



Successful Job Search Guidelines - Closing Thoughts

- Finding a full time job is a full time job.
- Be positive, goal-oriented and realistic.
- Establish a plan on a set timeline.
- Set a daily schedule and stick to it.
- Let everyone know - you are looking for career opportunities.

