



# ***NETWORKING TIPS***

*Networking is a proactive job seeking method that allows you to have some control over the progress of your job search*

## **1) Take Initiative**

Get to know key people who can help you find a job

- Join a professional association (i.e. CHRA)
- Obtain directories of HR professionals
- Ask your parents and parents' friends to provide you with contacts
- Get referrals from professors or other people you know who are currently in the workforce

## **2) Ask Questions and Listen**

Spend time talking with the person(s) you've identified

Don't start off by saying ".....I'm looking for a job"

Instead, ask questions to determine whether you would like to work with/for this person or for the person's company/industry. **Be brief!**

If the person is **not** an HR professional ask:

Tell me about your HR function?

If the person works in HR ask:

What are your job duties?

How big is your department?

What are the job duties of the other individuals in your department? (are any entry level?)

Later, make notes and keep a profile of the information you gathered in a database/contact sheet

## **3) Assess and Respond**

Analyze the information that you've gathered

If you like what you heard, let the person know that you are intrigued by what he/she said and that you would like to learn more (now you can mention that you're seeking an HR job)

If the person you met is not an HR professional:

Ask if the person would "personally introduce" you to HR people in his/her organization

If the person is an HR professional:

Request an informational interview *or*

Ask if it would be okay if you could check in with him/her from time to time to "see how things are going"

## **4) Take Action**

If the person agrees, ask for his/her business card and let him/her know that you will be contacting him/her in the future

Set a date to follow-up and be sure to do so– track your activities in your database/contact sheet

## **5) Follow-Up**

If you apply for a job as a result of your contact referring you to someone:

Be sure to follow-up with the recruiter/manager and mention your contact's name

If there is no job available:

Continue to check in with the person about every 3-4 months – things change often

Have a "script" prepared when you make these calls and be brief

*The idea is to find a job that you would like to have or a company that you would like to work for and then position yourself so that the decision makers will think of you when a job opening becomes available!*

