

Networking Toolkit 2012



How to Connect with Employers in Your Community

Traits you would like to have in a friend

...

- ◆ **Dependability**
- ◆ **Honesty**
- ◆ **Good attitude**
- ◆ **Trust worthiness**
- ◆ **Kindness/Caring**
- ◆ **Patience**
- ◆ **Courteousness**
- ◆ **Similar interests**
- ◆ **Loyalty**



... are the same traits employers look for in potential candidates.

Social Skills You Can Learn*



* www.careers.berkeley.edu

- **People enjoy talking about themselves and their jobs.**
Solution: Ask them questions about their job.
- **Negative thoughts and fears may prevent you from speaking to employers .**
- **Myths:**
"Anything I say, may not be welcomed."
"I've never really been good at meeting people. That's just my personality."
- **Changing your attitude from negative to positive, will open doors.**

How to interact with people you are meeting for the first time ...

- **A networking event is an occasion to find out what you have in common with other people at the event.**
 - 1) Approach others**
 - 2) Introduce yourself**
 - 3) Share information**
- **While in conversation, listen carefully for common interests and goals.**
- **Once you discover what common interests you have with others - use them as a conversation piece. For example “I am a Yankees fan too...”**

Practice Your Introduction

- **Practice introducing yourself. Practice will help you make an opening statement that sounds natural, confident, and flowing.**

Here are a few examples:

- **"Hello, my name is Luis Castro. I am a recent graduate of Brooklyn College..."**
- **"Good morning, my name is Nicole Thompson ... It is a pleasure to be here today."**
- **"Hello, my name is Jason Dorset, I am a member of the Rusk Institute Career Internship Program [insert name of your vocational program]..."**

Meet Your Networking Goals...

- **Plan your objective for the networking event:**
 - **to learn more about a career**
 - **to develop internship leads**
 - **to exchange e-mail information**
 - **to gain a mentor in your field**
- **Remember to keep a sense of humor...**
- **Be yourself ! Walk around; mingle!**
- **Think positively; smile.**
- **Make eye contact and thank your hosts. Try to enjoy the event activities...**
- **Remember to ask a potential contact - *if it would it "be ok to stay in touch by phone or email ..."***

