

Demonstrating your Best Networking Skills in a Professional Way

Why Network? Because it's effective at:

- **Establishing relationships** so that you can comfortably ask for ideas, advice, and referrals

AND

- **You are already networking everywhere** you go and every time you meet another person

Before the Event:

- **Research** the company or organization (mission statement, programs, etc.) and **know it** well enough to discuss it
- **Know what you have to offer** (Communicating Effectively, Thinking Critically, Managing Time and Priorities, Acquiring Knowledge, Working in a Diverse Environment, Solving Problems, Contributing to a Team, Navigating Across Boundaries, Performing with Integrity, Embracing Change, Balancing Work and Life, Developing Professional Competencies)
- Be prepared to **share the most important skills** related to the position you want: Think about an **example from your past that SHOWS** you using each skill. **Practice** describing each skill to a friend verbally.
- If you're uncertain how to dress for an event, **ask** the event planner. Better Safe than Sorry!

During the Event:

- **Dress appropriately** for the setting and purpose! What message are you trying to convey?
- **Introductions:**
 - Present a **firm** handshake
 - Say your name **clearly** and slowly so others can understand
 - Make **direct** eye contact
 - Be *courteous* and use common sense: watch your language, actions and jokes!
- **Working the Room**
 - Handshake:** 2-3 firm pumps with your right hand, then drop
 - Eye contact:** Look between their eyes if it is uncomfortable for you to look someone in the eye
 - Introduction:** Clearly articulate your career interests, goals, and top accomplishments
 - To end the conversation say, "I've enjoyed our conversation. May I have your card?" Move on.
 - Small Talk**

question Ask **open-ended** questions, **listen** to the answer, and **build** in to your next

contacts as they Listen for **clues** such as interests and hobbies so you can assist your
assist you

company? **Ask Relevant questions:** What would a day in the life of an intern in your

Make sure you give out your business card and get one in return!

After the Event:

- **Maintain your Network**

Send a **quick thank you note or email** for your contacts' time

Update your network on your success; the more your contacts know, the more they can help