



**CAREER GUIDE to NETWORKING**

Identifying and developing your “network” of internal contacts can be an invaluable resource for your career exploration/advancement process.

***Your network may include the following people:***

- Worked with in the past
- Served with on a committee
- Met at a meeting
- Works at a facility where you would like to work
- Works in an occupation/job title/ specialization of interest to you
- Has had an appealing career path
- Is organizationally savvy
- Others:

***Someone in your network may be able to:***

- Provide you with career information
- Recommend an academic program/institution
- Suggest what it takes to be “highly qualified”
- Put you in contact with someone in the hiring area
- Be able to “put in a good word” about your work habits
- Others:

***Effecting networking involves the following steps:***

**STEP 1: KNOW YOUR GOALS**

**I want to...**

- Get information about \_\_\_\_\_
- Get input on my idea of \_\_\_\_\_
- Learn a skill such as \_\_\_\_\_
- Demonstrate my ability to \_\_\_\_\_
- Gain visibility with \_\_\_\_\_
- Get a position as \_\_\_\_\_
- Add your own \_\_\_\_\_



**STEP 2: KNOW HOW YOUR NETWORK CAN HELP**

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| <p><b>Connectors:</b><br/><i>List those who seem to have an endless list of contacts and can help you brainstorm options you never expected.</i></p> | <p><b>Promoters:</b><br/><i>List those who will introduce you to others and actively champion your ideas or advancement.</i></p> |
| <p><b>Supporters:</b><br/><i>List those who you can talk with openly and will listen to your ideas or frustrations.</i></p>                          | <p><b>Advisors:</b><br/><i>List those who will give you honest feedback and challenge you to master new skills.</i></p>          |

**STEP 3: KNOW HOW TO INTERVIEW FOR INFORMATION**

The information interview gives you the opportunity to gather first hand information from professional contacts. It allows you to learn as much as you can in order to make informed, intelligent decisions about your career.

***This approach lets you...***

- ✓ Identify who you want to speak with, initiate the meeting, and direct the conversation.
  - People are often flattered to talk about their career. But keep in mind that the information you receive is based upon their experiences.
  - Verify what you learn by talking to several sources.
- ✓ Find out about necessary qualifications and related careers.



- ✓ Determine how you might use your skills, what tasks are involved, and what environment suits you best.
  - Screen out those careers that aren't compatible with your interest, values and skills.
- ✓ Make valuable contacts and become more visible to those who have influence and decision-making authority.

***The following are useful questions to ask:***

1. How did you get interested in your career?
2. Would you make the same career choice again? Why or why not?
3. What knowledge, skills or experience are necessary?
4. What type of formal education, training or certification is necessary?
5. What do you do in a typical day?
6. What are the main challenges or frustrations encountered in this career?
7. What do you like best about this career? Dislike?
8. What other positions did you consider before deciding on this one?
9. What are some related careers that I should explore?
10. What are the possible career paths?
11. What experience or training would be helpful for a person entering this career today?
12. What advice do you have for someone considering this career?
13. Who else would you suggest I talk with to get another perspective about this career?

**ADDITIONAL TIPS**

- Call to arrange an appointment. If the contact is not able to meet in person, have your questions ready for a phone interview.
- Ask for no more than 30 minutes of time.
- DO NOT start by asking if there are any job openings! The purpose of the information interview is to explore careers and gain visibility.
- Ask for referrals to other contacts.
- Follow up with a thank you note or email so you will be remembered!