RELATIONSHIPS that are mutually beneficial can lead to wonderful experiences and opportunities for all those involved. Getting to know people and building solid, mutually beneficial relationships is what Networking is all about. It’s also one of the most effective job search and career development techniques you can utilize.

FINDING THE RIGHT PEOPLE

- Are you on Facebook? Linked In?
- Do you attend Career Fairs? Employer information sessions? Networking events?
- Have you joined professional associations related to your field of study?
- Have you used Mentor-a-Miner or other campus mentoring programs?
- Do you talk to alumni from your fraternity, sorority or other organizations you are involved with?
- Do you volunteer with community groups or philanthropic foundations?

These are all great places to meet or connect with people who can help you.

NETWORKING DO’S AND DON’TS

DO’S:          DON’TS:
1. Pre-plan your self-introduction 1. Don’t smoke
2. Dress appropriately for the event 2. Don’t drink too much alcohol
3. Separate yourself from people you know 3. Don’t camp out at the food table
4. Concentrate on meeting people one at a time 4. Don’t talk loudly
5. Smile and look the other person in the eyes 5. Don’t complain about anything
6. Be upbeat and positive 6. Don’t let your eyes roam the room while talking
7. Ask questions, don’t just talk about yourself 7. Don’t finish someone else’s sentences
8. Actively listen to what the other person is saying 8. Don’t correct someone else
9. Introduce people to one another 9. Don’t flaunt your vocabulary
10. Have fun and involve others 10. Don’t argue with anyone

WHAT DO I DO WITH ALL THESE GREAT CONTACTS?

- Send an email to introduce or reintroduce yourself to the contact.
- Briefly explain who you are, how you met, what you have in common or what you hope to learn from this contact.
- Ask for a time to meet or talk on the phone.
- Research the organization or industry before meeting with the person.
- Make a list of questions to ask the person.
- Treat professionals with respect—use their title when addressing them.
- Arrive 10-15 minutes early for an appointment.
- Follow up with a thank you note to show appreciation for the chance to talk.
- Create positive relationships and continue to nurture them even if they don’t seem beneficial immediately.
- If you meet someone who you don’t have a positive connection with, send a thank you note and move on.

Start investing time today by building a network of people who will be able to assist you in your job search or be instrumental in helping you reach your career goals in the future. Don’t wait until you’ve graduated to start looking for a job. Start now letting people know where you want to go and what you want to do after graduation.