

Steps to Successful Networking

Step 1: Prepare to make a good impression

You must make a good impression with people. Any person may be a part of your network. You need to prepare before each call or meeting. Each call you make is a possible job lead. Be ready to get as much information as you can out of each call. Your goal is to get one job lead and referrals for two or more people.

Step 2: Call or meet with the person

Always start networking with people you know. Make a call to the person. Ask to set up a meeting, or get the information you need over the phone.

Step 3: Ask for a job lead

Introduce yourself. Tell the person the type of job you are looking for. Ask them if they know any job openings.

Step 4: Ask for two referrals

Even if the person gave you a job lead, ask for two referrals. Do not give up until you have names of two people who might help you get a job. Remember, you can get referrals from anyone, but only if you ask for them.

Step 5: Follow up on all referrals

In many cases the referrals you get will not be people who have a job opening. When you do get a referral for a job opening, you should follow up right away. It is best to make this call yourself.

Step 6: Send a thank you note

Sending thank you notes is important. It is good manners to thank someone who has interviewed you or given you information. A thank you note will leave the person with a good impression of you. This will help you later. As you look for jobs you will be remembered when others may not.

Networking Guide

Use this guide to help organize and prepare before your call.

- Name of the person you are calling: _____

- Your opening statement when calling a friend or relative:

"Hi (name of person), this is (your name). I'm looking for a job and I hope you can help
Is this a good time for me to talk with you?" (Set up another time if needed).

- Your opening statement when calling a person who has been referred to you by a friend or relative:

"Hello, my name is _____. I am a relative/friend of _____.
I am looking for a job as a _____. He/she thought you might
be able to help. Do you know how I could get this kind of job?"

- Ask for a job lead:

"Do you know anyone who needs a person who can:

name your skill area

Name and phone number for job lead

- Ask for two referrals:

"Do you know someone who knows about job openings for a person with
my skills?"

Name and phone number of referral

Name and phone number of referral

- Thank the person and get their address:
