

7 Practice a Job Search Networking Process

TRANSITION OBJECTIVE

Students will practice developing job leads by using a six-step networking process.

RELEVANCE TO SUCCESSFUL TRANSITION

Successful networking depends upon following several basic rules. These include: Be prepared to make a good impression; telephone or ask to meet with the person; ask them for job leads; ask them for two additional persons to contact about a possible job lead; follow up on all suggested contacts; and send a thank you note. Armed with these skills, students will have a successful job search.

INSTRUCTIONAL SEQUENCE

❑ STEP 1: Update Journal

One thing that will help my self-confidence at an interview is . . .

❑ STEP 2: Convene Roundtable

"When I think about interviewing with an employer, I feel ____."


❑ STEP 3: Advance Organizer

"Today you will identify and begin to practice the six steps in a successful networking interview."

❑ STEP 4: Activity - 20 Minutes

Using a screen image of the **Six Steps to Successful Networking**, discuss and illustrate each step with anecdotal stories and examples. Encourage students to comment and add their own experiences or ideas as they follow along and make notes on the handout. Make sure students understand that each of these six steps are equally important in the interview process. Impress upon them to use the three P's: prepare, practice and persevere.

69



CAREER MANAGEMENT: Unit 2

LESSON 7

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.

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THE TRANSITION CURRICULUM

69

70



CAREER MANAGEMENT: Unit 2

LESSON 7

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: _____

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70

❑ STEP 5: Activity - 15 Minutes

Have students complete all of the blanks on their **Networking Guide**. Circulate and assist students as needed. After students have filled in the spaces on the guide, have them share their answers with a partner.

❑ STEP 6: Evaluate Outcomes

One networking step I will take is "_____."

❑ STEP 7: Connecting Activity

To help students understand the value of a first impression, arrange for two people who are unknown to your students to stop by

your class. One can look very casual, chew gum and talk loudly. The other can look dressed for an interview and act polite and businesslike. After they leave, ask students about their first impression of the two people. Discuss the importance of making a good first impression, especially in an interview. Encourage students to use respectful language as they critique.

KEY WORDS

referral**practice****follow-up****networking****MATERIALS AND PREPARATION**

- Student Handouts: **Steps to Successful Networking**, page 69; **Networking Guide**, page 70.
- Prepare a screen image for **Steps to Successful Networking**.
- Prepare a sample **Networking Guide** on a screen image.

SCANS FOUNDATION SKILLS

- Basic Academic Skills: Reading, Writing, Speaking
- Thinking Skills: Creative Thinking, Problem Solving
- Personal Qualities: Responsibility, Self-Esteem, Self-Management