

Networking Tips

Networking Possibilities

- Social media networking sites such as: UIS Unite, LinkedIn, Facebook and Instagram.
- Career Fairs, networking events, employer or organization information sessions.
- Professional associations, student organizations and community groups, friends and family

Networking Tools and Resources

Digital business cards- **Popl** (<https://popl.com/>) or HiHello (<https://www.hihello.com/>) or Blinq (<https://blinq.me/>)

Develop your “Elevator Pitch” utilizing tools in: Career Toolbox (<https://www.uis.edu/career/student-employment/career-toolbox>) and LinkedIn Learning (<https://www.uis.edu/its/services-uis/demand-training#linkedinlearning>)

Learn from others with Career Spots (<https://www.uis.edu/career/student-employment/career-toolbox#careerspots>) and Roadtrip Nation (<https://roadtripnation.com/>)

Top Networking Tips

1. Build your contacts naturally as you engage in courses and campus life at UIS. This is a good life-long tip.
2. Whether in-person or online, interact with professionalism.
3. Put yourself out there and move out of your comfort zone.
4. Keep building on your existing network.
5. Be persistent without being a pest.
6. Aim for monthly contact with people in your network in some form (social media, email, phone call or in-person).
7. While you want your contacts to know your career goals, refrain from asking them for a job.
8. Keep up with your contacts by using organizational tools.
9. Any career leads or referrals, follow-up with promptly.
10. Identify mentors who you can give you guidance and assist you in your career path.
11. Always send a thank you note when engaging in any type of interview or job shadow experience.
12. After networking events, touch base with your new contacts with a professional friendly greeting or message.

Good to know....

- Dress and look professionally, relax and share what you are passionate about.
- If deemed appropriate, use a firm handshake and a warm verbal greeting.
- When speaking with others, be clear and enunciate.
- When sharing print or digital business cards, make sure your font is easy to read and there is enough space to not feel cluttered. Add in skills, tag lines or QR codes that link to your LinkedIn profile or professional website.
- It helps to do some prior research of organizations or companies in a networking event.

References

Bolles, M.E. and Bolles, R. N. (2011). *What color is your parachute? Guide to job hunting online 6th edition*. Ten Speed Press.

Bolles, R. N. (2021). *What color is your parachute? 2022: Your guide to a lifetime of meaningful work and career success*. Ten Speed Press.

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