



# Networking Quick Guide

## Importance of Networking - It's not what you know, it's WHO YOU KNOW

Experts say 70% to 90% of jobs are within the hidden job market, which are best accessed through Networking.

- Networking can provide:
- Industry information
  - Career support
  - Leads on job openings
  - Invaluable information not available otherwise

## Getting Your Network Started

- Every person you know can help you get one step closer to your goal. Consider these possibilities for networking!

FAMILY	CURRENT/ FORMER EMPLOYERS	UNIVERSITY	HOBBIES & INTERESTS	EVENTS	SOCIAL MEDIA SITES
<ul style="list-style-type: none"> <li>▪ Parents</li> <li>▪ Siblings</li> <li>▪ Grandparents</li> <li>▪ Aunts/Uncles</li> <li>▪ Cousins</li> </ul>	<ul style="list-style-type: none"> <li>▪ Employers</li> <li>▪ Co-workers</li> <li>▪ Customers/Clients</li> <li>▪ Supervisors</li> </ul>	<ul style="list-style-type: none"> <li>▪ Professors</li> <li>▪ Administrators</li> <li>▪ Career Center</li> <li>▪ Classmates</li> <li>▪ Student Orgs</li> <li>▪ Alumni Services</li> </ul>	<ul style="list-style-type: none"> <li>▪ Clubs</li> <li>▪ Sports</li> <li>▪ Volunteering</li> <li>▪ Social Events</li> <li>▪ Fundraisers</li> </ul>	<ul style="list-style-type: none"> <li>▪ Conferences</li> <li>▪ Career Fairs</li> <li>▪ Career Immersions</li> <li>▪ Conventions</li> <li>▪ Association Meetings</li> <li>▪ Affiliations</li> </ul>	<ul style="list-style-type: none"> <li>▪ LinkedIn</li> <li>▪ Facebook</li> <li>▪ UIS Alumni Database</li> <li>▪ Twitter Feeds</li> </ul>

## Top 10 Networking Tips

1. Give and you shall receive (build a relationship before you actually need it)
2. Be professional in your approach both in-person and online
3. Move out of your comfort zone. Put yourself out there.
4. Build upon your existing network. See table above for ideas of who to contact.
5. Keep good records of contacts you've made
6. Be persistent but not a pest
7. Try to stay in touch with the people in your network at least once a month
8. Make sure your contacts know your career goals, but never ask for a job
9. Follow up on leads or referrals quickly
10. Always send a thank you note

## Online Networking Tips

- **Emails, phone calls, and social media sites** are common ways to connect with potential contacts.
- **Be polite and professional in all online exchanges.**
- **Utilize available resources to build up network** such as LinkedIn, Twitter, Blogs and even Facebook.
- **Make sure the following appear professional to your contacts:** Email Address, Voicemail, Facebook and Name Search in Google.

## In-Person Networking Tips

- **Smile, show enthusiasm, and look professional.**
- **Give a proper handshake and always have an introduction (elevator pitch) prepared.**
- Be patient, and listen more than you speak.
- **Follow up on leads or referrals quickly.** Always send a thank you note to make a great lasting impression.
- **Silence cell phone & other electronics.** Always ask before you give out someone's contact information to allow them to prepare for possible interaction.

## Helpful Resources

- Elevator Pitch Quick Guide
- A-Z Career Index on Networking- <http://www.uis.edu/career/goals/launch/networking/>
- CareerSpots videos at bottom of [uis.edu/career](http://www.uis.edu/career)
- Alumni Directory at <http://www.uiaa.org/uis/>
- Make a Career Counseling Appointment!

