



NETWORKING

MCCTC Career Based Intervention Program

What will we learn today?

- Contacts, networking, and referrals.
- Why networking is one of your best job-search tools.
 - The four steps to networking.

What is a contact?

Contact: a person you know who can give you information about jobs.

Hidden Job Market: Jobs that are not advertised.



Networking

Networking: asking your contacts for help and information about jobs.

What you get from networking:

- *Information about jobs*
- *Suggestions on how to find a job*
- *Job leads*
- *Job referrals*



Job referral: a new contact that you get from an old contact.

- *When you network you not only get help but you may also be giving help.*

Networking is the #1
way most people get
a job.



The Four Steps to Networking

Step 1: Make a contact list

Step 2: Prepare and Introduction

Step 3: Talk to your contacts

Step 4: Follow through



The Four Steps to Networking

Step 1: Make a contact list

Contact list should have:

- *Name*
- *Phone number*
- *Address or email address*
- *Sources of contacts*
- *Community*
- *School*



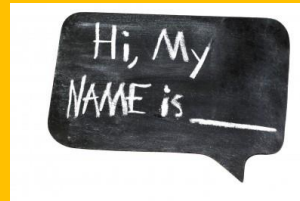
The Four Steps to Networking

Step 2: Prepare and Introduction

- *Write and memorize a brief description of yourself.*

Include:

- *Your year of school*
- *Job you want*
- *Work experience (if any)*
- *Your skills*



My name is “Mary Swanson. I will be a senior at West Branch High School this fall. I have skills in computer programming and repair. I am interested in a summer job or apprenticeship at Computer Corporation.”

Memorize your introduction and practice it so when the time comes to use it you can say it without hesitation.



The Four Steps to Networking

Step 3: Talk to your contacts

- *Contact your contacts. Talk to them in person if you can. Call or write to them in a letter or email. Talk with as many referrals as you can. The more you talk to, the better your chance of getting a job.*
- *Ask your contacts for help with referrals.*

Begin with your introduction. Then ask for what you need. Be direct. Be specific. Do you need job leads? Information about a specific company? Ask for what you want, most people are happy to help.



The Four Steps to Networking

Step 3 (cont.)

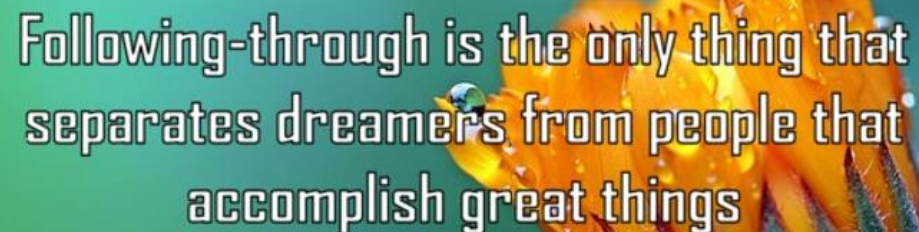
- *Keep a record of your conversations.*
- *Write down all the information you receive.*
- *Write down the referrals name and contact information. Ask how to spell and pronounce the contacts name.*
- *Write down job leads you get. Write down the name of the business and its address and phone number. Write down the name of the person to see. If you know the persons job title write that down too.*



The Four Steps to Networking

Step 4: Follow through

- *Follow through on job leads immediately. Contact the employer. Introduce yourself. Explain how you got the job lead. Ask if the job is still available. If so, ask to apply. If not, ask if there are any other job openings available. Thank the employer and send a thank you note.*
- *Follow through on your referrals. Add referrals to your contact list. Contact them. Ask them for help and information. Send them a thank you note.*



Following-through is the only thing that separates dreamers from people that accomplish great things

Assignment

Part 1: Write a contact list.

Part 2: Write an introduction.

Part 3: Practice saying introductions to a partner.

