

NETWORKING



Networking is talking with people who are working in jobs, organizations, or career fields that interest you. In doing so, you will learn what they do, what it takes to succeed, what skills and knowledge the work requires.

HELPFUL HINTS

SEEK VARIETY

Target individuals at various levels of responsibility and length of work experience. Talking to those at the entry-level will give you current information about how to get that job and make the transition from college student to new professional. Those at higher levels have a broader perspective and can often speak about management's point of view and work experiences.

MEET IN PERSON/VIRTUALLY

That way you can see the work space, check out the environment, assess it in terms of whether it appeals to you, gather company literature, and possibly meet others in the organization. Arrive a few minutes early. If you are running late and will arrive more than a few minutes late, call and let your contact know. If a face-to-face meeting is not possible, arrange a phone or video call. You should always offer to be the one to call.

LISTEN

Allow yourself to hear the negatives as well as the positives. Some contacts will be unwilling to say anything negative but there's always a downside to every job and organization. It won't help your cause to only hear the good side. Develop your ability to elicit the whole story from your sources.

ORGANIZE YOUR NETWORK

Create a spreadsheet and filing system to keep track of names, addresses, titles, emails, resumés sent, responses received, and contacts made.

FOLLOW YOUR CONTACT'S LEAD

If your contact offers to give you a tour or have you speak to someone else there, great! If they seem harried and wrap up a bit early, don't take it personally. They may have been given a pressing assignment just before you arrived and need to get working on it.

ASK FOR FEEDBACK

Show your contact a draft of your resume if you want a critique. Ask questions like "How easy is it to read", "How competitive am I", "What skills or knowledge am I missing if I decide to work in this occupation", "Would you interview me if you had an entry-level job opening", Etc.

BE THANKFUL

Don't overstay your allotted time. Get the person's business card before you go. Thank your contact for their advice, referrals, and time.

EVALUATE

How did you do? Were your networking skills up to par? How can you do better the next time? Did you like what you heard? Do you have a better understanding of what's involved, the organization, your potential to fit in, Etc?

KEEP IN TOUCH

After a networking experience, ask the alumni if it's acceptable for you to keep them up to date with how you and your job/internship search are going. This is an excellent way to nurture your network, which is essential.

WHERE TO NETWORK

CAREER PANELS & INDUSTRY NIGHTS

Attend industry specific alumni panels and/or industry nights to learn from alumni in jobs, organizations and industries of interest to you. Connect with alumni via email after the event to stay in touch and learn more! Can't make the event? Consider reaching out anyway. Let them know you weren't able to make the event, but would love to connect and ask a few questions.

LINKEDIN

LinkedIn boasts 66,000 Holy Cross alumni (and counting). Check out the Alumni Finder on LinkedIn to identify and connect with people who are doing work that interests you. Navigate to the College of the Holy Cross LinkedIn page and click on "Alumni" from the left-hand menu.

ALUMNI JOB SHADOWING PROGRAM

The Alumni Job Shadowing Program is open to all class years and provides you with an opportunity to shadow an alumna/us in your career field of interest. Students are matched with Holy Cross alumni and spend 1/2 - 1 day shadowing during one of the two major academic breaks.

HC NETWORK

The HC Network is an online database of Holy Cross alumni/alumnae around the country who have volunteered to talk with students about what they do for a living. (hcnetwork.holycross.edu)



LOG INTO **HANDSHAKE** TO LEARN MORE ABOUT THESE EVENTS AND RESOURCES.

(holycross.joinhandshake.com)

WHO TO CONNECT WITH

- Holy Cross Alumni
- Roommates
- Friends
- Faculty
- Sport coaches
- Fellow team players
- People you know from volunteering
- Part time co-workers
- Part time supervisors
- Clergy and church members
- Your doctor, dentist, hairdresser
- Your family, family friends, neighbors
- High school teachers and friends
- Internship supervisors/peers

WHAT TO ASK

- How do you spend a typical day/week?
- What are the major responsibilities of your position?
- Tell me about your Holy Cross experience.
- What was your career path to this position?
- What aspects of your job are the most/least satisfying?
- What training/education/background is required to enter the industry?
- How would you describe your work environment and office culture?
- What kind of individual would be best suited for this type of position?
- What advice would you give to someone seeking a position in COMPANY/INDUSTRY?