

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 expectations.

MEET IN PERSON

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 impossible, arrange a phone call. You should always offer to be the one to call.

LISTEN

Allow yourself to hear the negatives as well as the positives. Try to read between the lines. 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.

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 it, etc.?

WHERE TO NETWORK

CAREER PANELS & INDUSTRY NIGHTS

CAREER FAIR

Meet with alumni and recruiters representing internship and full time opportunities from a variety of industries. Don't leave the Career Fair without a collection of business cards, and write a quick thank-you note to any new contact you made. One of the keys to keeping your network strong and invested in your career is by keeping in touch. As with recruiters, remember to thank them for their time and acknowledge any help they have provided.

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 ½-1 day shadowing during one of the four major academic breaks.

CAREER ADVISOR NETWORK

The Career Advisor 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.



LOG IN TO **CRUSADER CONNECTIONS** TO LEARN MORE ABOUT THESE EVENTS AND RESOURCES. (holycross-csm.symplicity.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 most/least satisfying?

What types of decisions do you make?

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?