

## **Networking.....Building Relationships**

A fact you need to know about job searching. There is a hidden job market, only 20 – 30 % of all jobs are advertised. A successful way to find out about and land a job is to network. Networking is sharing information, time, resources, and opportunities by simply talking to as many people you know or come into contact with in your daily life.

### **Prepare for the Business and Networking Event with employers:**

- Bring resumes and/or business cards.
- Dress appropriately, as if going on a formal interview.
- Bring a list of questions to ask employers to find out more about their business.
  - ✓ Why does this type of work interest you, and how did you get started?
  - ✓ Why did you choose to join your current company?
  - ✓ What do you find most satisfying in your work?
  - ✓ What are the major frustrations in your job?
  - ✓ What pitfalls should I be sure to avoid?
  - ✓ If you had to start over, would you pick this role again? What about this company?
  - ✓ What are the top skills someone must possess to be successful in this line of work?
  - ✓ What's the best career advice you ever received?
  - ✓ What advice would you give to someone starting out in or looking to break into this field?
  - ✓ What professional organizations do you consider most beneficial for career development?
  - ✓ What is the current hiring outlook for your organization? How does that differ from the hiring outlook in the industry as a whole?
  - ✓ Would you be willing to review my résumé and provide feedback?
  - ✓ What specific steps should I take to advance my career?
  - ✓ When would be a good time to follow up with you to stay in touch?
- Ask for a business card from the person you speak with and make notes on the back. Also, you may bring a journal or small notebook to write down who you talked with to be able to follow up. Sending a thank you note will be highly effective in building a relationship.
- Prepare answers to potential questions you may be asked since the employer wants to know something about you, such as what are your career interests?

### **Tips for Great Networking:**

1. Show sincerity
2. Be true to your word
3. Be polite and formal
4. Respect people's time
5. Do not expect payback
6. Treat referred friends with care
7. Introduce yourself - don't wait to be introduced
8. Always say thank-you
9. Follow-up



110 Netzer Administration Bldg.  
SUNY Oneonta  
Oneonta, NY 13820

(607) 436-2534 ♦ career@oneonta.edu ♦ www.oneonta.edu/career