Your Information

• 80% of jobs come from networking
• Job boards are useful, spend about 20% of your time on them
• Spend the remainder of your time networking

Networking Receptions

These events are usually hosted by an organization and are an opportunity for you to meet people from a particular industry or social group. The primary goal of attending these events is to meet new people.

What to Say

Introduce yourself, ask what brought them to the event. Ask questions about them such as what do you do for a living, where are you from, how long have you been a member of this group. The goal is to see who you have things in common with, connect with them and maintain that relationship so that when you need to ask them for a referral or informational interview it doesn't seem so random.

Your Network

• Personal: family and friends
• Professional: faculty, coworkers, advisors, professional associations
• Incidental: waiting in line, on a plane, doctor's office
• Online: social media, online discussion groups
• Organizational: sports, clubs, non-profits, alumni associations

How to Manage Your List: LinkedIn

• LinkedIn is a professional social network. Like a professional Facebook
• Create your profile and include your education, work history and affiliations. Use a photo of you in professional dress from the shoulders up
• Invite people from your network to connect
• Post articles and interesting information about your field
• Keep your information up to date and let people know when you change positions
• Use the notes section to list reminders of how you know the person and what you talked about

What to do with your list

• Reach out and let them know of your job search
• Ask them for referrals in your field
• Keep them updated on your job changes
• Conduct Informational interviews

Find Out More At: www.etcareers.iupui.edu