

NETWORKING LIST

Start by listing possible connections you could begin to develop.

1. Friends, family, personal connections (consider parents of friends as well):

2. Professional contacts: faculty, employers, supervisors, advisors:

3. Organizations where you could connect (student, professional) :

4. Club or hobby-related gatherings:

5. Online: Facebook, Linked-in; Twitter; MySpace:

WHAT THREE TOPICS CAN I EASILY TALK ABOUT AT A RECEPTION?

1. _____
2. _____
3. _____

WHAT INTERESTING INFORMATION/KNOWLEDGE/EXPERIENCE COULD I TALK ABOUT?

WHAT WOULD BE A GOOD TOPIC TO SHARE WITH PEOPLE WHO ARE

My age: _____

10-20 years older than me: _____

My parents' age: _____

Tips for Using Social Media for Networking and Job Hunting:

1. *Develop a plan for your social networking. Decide which systems you will use for personal and which ones you will use for professional networking/job hunting.*
2. *Get a good headshot and use it for all your social media.*
3. *"Ego-surf" regularly—Google your name for both web and images. Set a "Google Alert" for your name.*
4. *Regularly monitor your privacy settings—but remember—at some level, it's all public information.*
5. *Create a LinkedIn account, and join groups related to your school, career, or interests.*
6. *Before you post always ask yourself: "What am I sharing and why?" Never post when you are emotional: angry, upset, etc.*
7. *Post interesting and helpful information via your social media sites. Help others before you ask for help yourself.*
8. *When you "friend" or ask someone to join your network, always include a personal note – don't rely on the generic request form.*