

How to Network

Employers are seeking students and graduates who are proficient in their field and who have a strong grasp of the soft skills including: social graces, communication, friendliness, relationship building, etc.

NTC's Student Development Team including Student Life and Career Services can help you:

- * prepare for job fairs and interviews
- * develop self awareness
- * practice common interview questions
- * tackle attitude, ethics and integrity
- * acquire networking skills
- * learn how to be a part of a team
- * and so much more

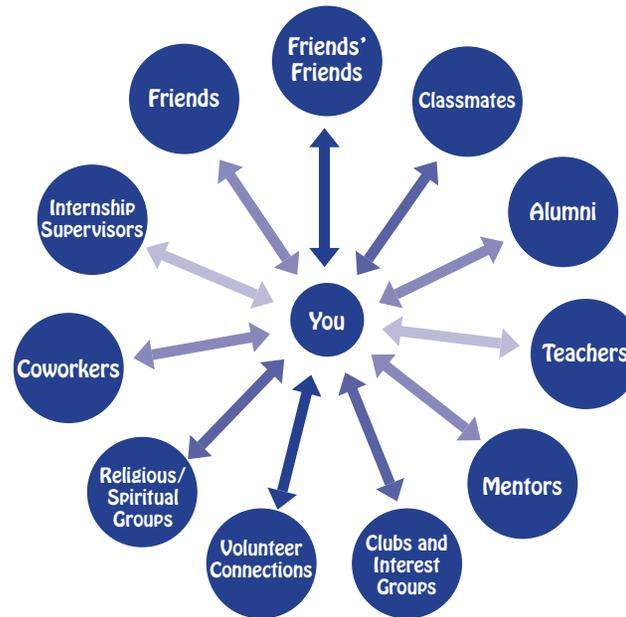
Check out our online resources:
studentlife.ntc.edu/soft-skills



Who Do You Know?

The Wall Street Journal reports
"80% of jobs aren't publicly advertised" lending credence to the old adage, "It's not what you know, it's who you know."

Networking is clearly an important part of the job search process.



Build a List of Contacts

- You'll be surprised how many people are already in your network! Use the visual on the opposite side of this bookmark to create a list of everyone you know.

Know Yourself

- Prepare an elevator speech (brief script) describing yourself, your goals, and what you're looking for (exploring career options, searching for a job).
- Work with NTC Placement to create a current resume, including an objective.

Know Your Network

- Research your contacts' career field, industry, and employer.
- Create a list of informed questions to ask during "informational interviewing."

Take Action

- Contact individuals and request a time to talk with them about your career path.
- When you meet, bring along your resume. Ask for advice – not a job – and if they know anyone else you can contact.

Keep in Touch

- After your initial interaction, keep the lines of communication open with regular contact.
- Let them know your progress and accomplishments and how following their advice has helped you.

Ask Permission

- Once you begin your job search, alert your contacts and ask permission to use them as a reference.
- See if they know of open positions in your field or can refer you to additional individuals/organizations.

Show Appreciation

- Send a thank you letter or note to each of your connections throughout your continued networking process. Appreciation goes a long way and will be remembered.

Reciprocate

- Once you're hired, remember how crucial networking was to you. Seize the opportunity to help your contacts (and your continually growing network!) by returning the favor.