

# Network Quick Tips

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## Ways to Network

### Career Fairs

- The Career and Professional Development Center offers Career Fairs in both the Fall and Spring semester
  - Even if you are not actively seeking an internship or job, career fairs are a great way to practice your networking skills and begin connecting with employers

### Career Related Events/Organizations

- Look for Networking opportunities happening around campus
  - Employer information sessions, resume reviews, tabling events, panel discussions, and guest speakers
- Join professional and school organizations related to your field
- Research other networking opportunities/organizations within Pittsburgh or your local communities

### Informational Interviewing

- Informational interviews can help you learn more about a specific industry, company, or job you are interested in
- Schedule a time to meet 1:1 with a professional in your field of interest
- Consider these questions ahead of time
  - Why did you decide to work in this industry?
  - What does a typical work day look like for you?
  - Can you tell me about the most difficult or frequent challenges you face in the role?

### Job Shadowing

- Job shadowing provides a better idea of what professionals do each day and whether or not you can see yourself following that career path
- Reach out to the company directly or someone you know in the field
- Come prepared with questions and take notes

### Networking Platforms

- Utilize networking platforms such as LinkedIn or Handshake to connect with fellow professionals



# The Dos of Networking

## Prepare

- Practice your networking skills with people you know (friends, family, coworkers, professors, etc.)
- Develop your elevator speech
  - Who you are, what you have accomplished, and your goals for the future
  - Keep it short, around 30 seconds - 1 minute
  - Make it genuine/unique to you
  - Practice, practice, practice!
- Research employers and prepare questions before attending any networking event

## Be Professional

- When networking, start with a firm handshake and address individuals by their title (Mr., Mrs., Dr., etc.)
- Always add a note with your LinkedIn invite or email to remind the recipient who you are or how you met
- Think twice about what you post on professional networking platforms
  - Professionals that you are connected to will see what you post, so make sure it is helping build your brand

## Stay in Touch

- Always follow up after making a connection
- If a connection has helped you in your professional development, send a thank you note or email for their time and expertise
- Keep your connections updated on your career journey
- Use your connections to help others

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# The Dont's of Networking

## Do not...

- Do not make the conversation only about yourself and your goals
  - Networking is a two way street, ask questions and listen to responses
  - Offer help where you can
- Do not assume you are getting a job
  - All connections are beneficial, even if it does not lead to a desired job or outcome
- Do not stress about connecting with every professional you meet
  - Quality over quantity
  - Aim to make at least one authentic connection at each networking opportunity