



NETWORKING SKILLS

The purpose of networking is to establish useful contacts with people involved in or familiar with your chosen profession. Specifically, networking enables you:

- To find information about different companies and industries.
 - To increase contacts and obtain referrals by getting as many people as possible involved in your job search.
 - To gain exposure through one-on-one meetings whenever possible.
 - To allow you to practice your communication skills.
 - To get someone to remember you when a position does become available.
- Rehearse a “script” that you feel comfortable using, such as “I am currently in an active job search” or “May I use your name as a reference when I am filling out applications”.
 - Develop a “marketing profile” that identifies your skills and the benefits you can bring to an organization, including your strengths, special abilities and talents, as well as what you most enjoy doing.
 - Keep a record of your contacts and last contact date.

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Developing your networking skills:

- When you learn to network, you will see job leads develop much faster. The most important resources available to you are the people you know. Remember the saying, “It’s not what you know, but who you know”.
- Develop your network, beginning with a list of relatives, former classmates, teachers, religious organizations, friends, previous business associates, civic organizations and neighbors.



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Here are some behavior-related networking guidelines:

- Always smile and be polite.
 - Ask questions.
 - Do not bother people when they are working. Ask for a good time to talk to them or call them back.
 - Do not interfere with someone's work.
 - Do not ask for a job. Ask for help in your search.
 - Ask for people's opinions.
 - Ask who they know.
 - Do not expect immediate results. Ask if you can call back in a week or so to see if they might have remembered anything else.
 - Thank them even if they were not able to help.
 - The more people you network with, the greater the chance you have of finding a position.
- We refer customers to non-profit organizations and/or church groups that meet on a regular basis to discuss job search tools.
 - We list upcoming job fairs and career office employer events on Workforce Solutions and WorkInTexas.com Web sites.
 - We provide dates and locations of chamber of commerce functions that are good networking opportunities.

How Workforce Solutions assists with networking:

- We schedule networking clubs to encourage customers to share job search leads and information.
- We give customers a list of networking groups in Workforce Solutions career office geographic area.