

## CENTRE FOR CAREER EDUCATION Networking - Tips for Success

It is time to start networking! Think about the following activities:

- Get connected! Join the On-Line Community, [www.uwindsor.ca/online](http://www.uwindsor.ca/online). It's free, offering e-mail forwarding, travel advice, career mentors-on-line, bulletin boards, and much more.
- Did you know that the majority of jobs are found through networking? Expand your network and make contacts, let people know that you are graduating and that you will be looking to start your career. Networking is an important and effective tool to use in searching for a job, and should be ongoing. You never know when you could meet someone that may have a job lead for you! This module demonstrates all the essentials of effective networking to help you access the hidden job market.
  - Prepare a 30-second introduction that you can use when meeting someone new or discussing careers/job search with a contact. This should contain “sound-bites” that describe your education, experience and skills. You should also be able to articulate what type of job it is you are looking for.
  - Connect with a faculty member. They may be able to provide you with valuable advice or a reference for a job or graduate school.
  - Informational interviewing is a great tool to expand your network and gain valuable insight into your field.
  - Remember the theory of the *Six Degrees of Separation*. You are always within six contacts of the person who makes hiring decisions. Tap into your network to find out about the hidden job market. Don't forget that your network includes both formal (former bosses, professors, co-workers, fellow club members, etc.) and informal (immediate and extended family, friends, neighbours, classmates, etc.) contacts.
  - Networking is an ongoing activity, not something you just do once! Keep at it by continually working to expand your network and following up with your contacts.
- Attend employer driven information sessions and job fairs.
- Activate your personal network and conduct information interviews.
- Participate in on-campus interviewing opportunities.