

**CAREER RESOURCE
SEMINARS@MCL**

Art of the Business Lunch/Jay

Face to Face : how to reclaim the personal touch in a digital world/RoAne

A Foot in the Door: Networking Your Way into the Hidden Job Market/Hansen

How to Succeed in Business Using LinkedIn : making connections and capturing opportunities on the Web's #1 business networking site/Butow

I'm on LinkedIn, now what???: a guide to getting the most out of LinkedIn/Alba

Information Interviews/Stoodley

LinkedIn for Dummies/Elad

Make your Contacts Count : networking know-how for business and career success/Baber

Networking Survival Guide/Darling

Never Eat Alone: And Other Secrets to Success, One Relationship at a Time/Ferrazzi

Shortcut Your Job Search: The Best Ways to Get Meetings/Wendleton

Smart Networking/Lynch



**Networking
for
job seekers**

M O R R I S
C O U N T Y
L I B R A R Y

Libraries are your
tax dollars at work

Morris County Library

30 East Hanover Ave.

Whippany, NJ 07981

April 2011

**WWW.MCLIB.INFO
973-285-6969**

Local job/career networking groups

www.mclib.info/ref/jobgroups.html

WHERE TO BEGIN?

- ☑ Colleagues (current & former)
- ☑ Professional contacts & peers
- ☑ Mentors and other people who want you to succeed
- ☑ Friends & social acquaintances
- ☑ Retirees (golden opportunities!)

GROWING YOUR NETWORK

- ☑ **Join a job group...**or two! Great support & vital information.
- ☑ **Join your professional industry association...**\$\$\$ pays for access to member directories, special events, and discounts. Participate in local conferences.
- ☑ **Attend local business events...** public meetings, trade shows, business events (CBS NewsRadio small business breakfasts, etc.)...go where the employers are.
- ☑ **Participate in Job Fairs...**the folks visiting the Novartis table probably have contacts in the pharmaceutical industry.

COMPUTER NETWORKING

- ☑ **LinkedIn.com...**find former colleagues & identify possible hiring managers.
- ☑ **Twitter...**follow & be followed
- ☑ **Classmates.com...**where are your high school chums now?

HAVE YOU TRIED??!

- ☑ **Becoming a job search expert...**for reporters seeing “man on the street” interviews. Who better than you to speak about what it’s like today to look for a job? Check the papers for the names of the reporters covering local economics. Get In touch.
- ☑ **Volunteering...**your time and expertise to local organizations: Literacy Volunteers, Habitat for Humanity, Small Business Development Centers, senior centers, job networking groups (HR folks are desperately needed to help people craft resumes).
- ☑ **Organizing or participating...**walkathons, blood drives, community clean up day, neighborhood tag sales. Excellent “excuse” to contact people and make new connections.
- ☑ **Socializing...**wine tastings, museum exhibit openings, library lectures, book signings, sporting events, &c.
- ☑ **Learning...**meet new people by taking classes at CCM, local adult ed programs, & libraries. Focus on computer skills, business topics.

☑ **Working...**in places where you might meet hiring managers. Restaurants, catering halls, hotels, airports, office supply retail, day camps etc.

☑ **Interning & vocationing** senior internships, information interviews for career changers, vocational education vacations (study brewing with a master).

TIPS

- ☑ **PMA** (positive mental attitude) is THE KEY to conveying self-confidence. Smile!
- ☑ **Schmoozing** is an art. It’s okay to talk to strangers.
- ☑ Always carry your networking “business card.” Include job objective or short description of your key selling points. Be professional!
- ☑ Keep a log of your contacts & update it regularly.

Elevator speeches & personal commercials: key elements

- ☑ Address your audience...stand up if they can’t see you. Yes, this takes practice!
- ☑ State your name.
- ☑ Describe (in a few sentences) who you are and what you do.
- ☑ Tell the network contact what you can do for his company.
- ☑ Quantify your examples. (I increased sales by 40% in 3 years.)
- ☑ State your name.