



# Here are **8 tips** for **successful networking**:



## 1. TAKE ADVANTAGE OF OPPORTUNITIES THAT ARE EXCLUSIVE TO STUDENTS

There are numerous ways in which you could network in school. Firstly, get to know your college professors and administrators – they might be able to provide you with valuable advice and contacts in future.

Secondly, internships are a great way for you to understand how the industry works and immerse yourself in the working world. Lastly, being involved in a student organisation of your choice provides further networking opportunities out of the classroom.



Having such experiences provides substance in your CV to impress your hiring manager!



## 2. WHO AM I?

Before attending any sessions, be clear on what you can bring to the table – know your talents, strengths and skill sets. Develop a short pitch, ten to twenty seconds, essentially marketing yourself. Be as candid as you like, this is intended to capture the attention of your audience and to hopefully continue the conversation.



## 3. STAY CALM AND SMILE

Relax and be yourself. Take this event as a chance to make new friends. Make the first move and go up to someone and introduce yourself. Chances are, others will be feeling as jittery as you are, so a smile and an introduction would be more than welcome.



## 4. HAVE A PLAN

Ask yourself, "What would I like to get out of this networking session?" Come up with a list of things that you would like to know more about and would like to talk about. This could include the ways in which you could be an asset to the companies, either now or in the future. However, keep in mind that networking is not supposed to be aggressive – be careful not to bombard others with questions.

Having a plan is especially important for events like Career Fairs – you only have a short amount of time to get to know more about the companies you are interested in. Don't forget the long queues that might be at the popular booths! Be clear on what you expect out of attending this session. Pre-register if possible and research to find out more about the companies. Bring a few copies of your CV to give out to hiring managers of the companies you are interested in. Be ready for on-the-spot interviews should you happen to impress them.

## 5. ASK QUESTIONS

Have questions ready on hand to ask. Networking sessions provide ample opportunities to learn as much as you can, so grab it! Apart from getting job opportunities and expanding your network, you may also gain insights into the industries that you are interested in. Keep an open mind – treat networking and meetings as a platform to learn and gain knowledge.



## 6. BE A GOOD LISTENER

Be attentive: show your interest and attempt to absorb everything that is being said. Be authentic in building trust and relationships. Take the time to listen, understand and build rapport with each other – remember it is better to make a few good contacts than countless rushed ones.

You could also come away with friends of the same age. Most job openings are better known through word-of-mouth than advertising, hence such relationships may serve you well in the future.



## 7. FOLLOW UP IS KEY

Remember this important step that most people miss – follow through with your actions; make it your priority to do so promptly. Typically, there are two ways to go about doing so, either through a phone call or email. Drop a voice mail or email within 24 hours to thank them for their time. If they are potential recruiters, attach a copy of your resume in your email.



## 8. ENSURE THAT YOUR ONLINE PROFILE IS ALWAYS UP-TO-DATE

Profiles on business-oriented websites like LinkedIn serve as an online networking opportunity and should be constantly updated in order to invite future job opportunities. Also, be careful of what you post online – recruiters frequently use social media websites to find out more about potential candidates, their skills, experiences and what they are like as a person. Do not post inappropriate things onto such mediums; once information is up on the internet, it is there for life!



**Start networking before you need it. Start with your current network and look for opportunities to expand through them. By networking early, you can focus on building relationships and a reputation for being generous rather than self-serving.**

**With this we say, happy networking!**