

## **How to Network**

### **Successful Networking Steps:**

- Call a friend
- Ask the friend for some help
- Tell the friend exactly what job you are looking for
- Ask if they know of any job openings
- Get the name and telephone number
- Ask for information about the person
- Ask for a recommendation from the friend
- Ask your friend if they could set up an interview
- Tell your friend how grateful you are
- Follow up with your friend, tell them what happened

### **Networking Tips**

- Talk to 50 of your friends(primary network) and explain what type of job you are looking for. They will remember you and ask their 50 friends(secondary network). Soon 2,500 people are searching for a job for you.
- Talk to 5 people a day and give them your resume.
- Write down who told you they would ask for you and call them to remind them.

### **Remember**

- Three quarters of job openings go unadvertised and are filled through networking.
- Networking is one of the easiest ways to get a job. All you have to do is socialize and talk to your friends.
- Employees prefer to employ friends of employees before the general public.
- If the worker is good at his/her job the employers tend to think their friends are good workers too.
- The friend is more likely to get the first chance at a job interview.
- Be choosy as to who arranges the job interview.
- Don't ask a slacker to set up an interview for you; it is better to set it up yourself.
- Go through an agent like: school and college placement offices, labor unions, your state Job Service.

### **Employment Agencies**

Employment agencies find employees for their business clients. They talk to a lot of businesses and find out what they need and then recruit people to fill those jobs.

Employers like this method because all they have to do is choose from several good people.

There are different agencies that specialize in all kinds of jobs. Find one that specializes in your line of work. When a permanent agency finds a job for you, you usually work for the hiring company. In a temporary agency, the employment agency becomes your employer.