

Networking Tips and Suggestions

- 1. **Don't be nervous.** Instead, be curious! At a networking event, everyone is there to learn about each other and to make beneficial connections. Here are some additional tips from NPR's Life Kit, Harvard Business Review, and Novo Resume.
- 2. Dress appropriately. For most networking events, business professional attire is highly encouraged. In a professional setting, it is better to be overdressed than underdressed. If you aren't sure what to wear, check out this <u>guide to business attire</u> for some examples. If you do not have business professional attire, plan ahead and borrow from a friend or visit a thrift store for inexpensive options.
- 3. **Do your research**. If you know who will be at the event or what organizations will be in attendance, do some research ahead of time. Knowing about individuals or organizations at a networking event will give you an advantage when engaging with them. Do any of the attendees have a career in a field that interests you? Is there an organization you would like to work for or make a connection with? If there is a panel discussion, learn about the panelists and prepare a <u>question</u> to ask.
- 4. **Introduce yourself to someone new.** Networking events are your opportunity to meet individuals who are connections to potential future job opportunities. Have a few <u>networking questions</u> in mind to start conversations. When you have a conversation with someone who has experience in an area you're interested in, ask for their business card, or connect with them on <u>LinkedIn</u>. Make a list of names and associations in your phone or keep a piece of paper handy to jot them down.
- 5. **Be bold but polite**. Join conversations and introduce yourself. If there is a circle of people already chatting, approach the group and at a break in conversation, simply say "Hello, my name is... May I join your conversation?" If you're not comfortable or are nervous, recruit a friend or classmate to join you as you network and meet people. Be mindful of what you are carrying (food, drink, cell phone, etc.) as you may need a hand free to introduce yourself to someone.
- 6. **Follow up**. When you get someone's contact information, send a <u>follow up message</u> the next day. Consider sharing your academic and professional goals, ask a specific question or comment on something you talked about with them, or ask if they know of other people who you should connect with professionally or academically.