

THE NETWORKING PROCESS

Step 3 _____
someone who can hire you

Step 2 _____
someone who can help you

Step 1 _____
someone you know

AS EASY AS 1-2-3

STEP 1

To begin networking, start with the list of names of people whom you know on the previous pages. Make it a point to see these people, or call them to brief them on your present situation. Tell them what your job objective is and ask if they might know someone with whom you can talk for advice and information on how to best achieve your objective. Don't be embarrassed. Go to it!

STEP 2

The names which your friends, relatives, former co-workers and other people give you become your contacts. Call them, use the person's name who referred you, and ask for a brief meeting to get their advice and information on your job search strategy. Prepare specific questions prior to your meeting, and use the steps on the following page as an outline for your meeting. At the end of your meeting, ask for referrals to other people who might be able to help you.

STEP 3

Sooner or later, you will get a referral to someone who has the power to hire you. Either a position is open that hasn't been advertised, someone will be retiring soon, or someone will be let go because they aren't working out. In some cases a position may be created for you because of your particular skills and experience. Regardless of the reason, research has proven that networking, or finding jobs through people you know, is the best and least competitive way to land a new job.