

Networking

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Networking is establishing and maintaining mutually-beneficial connections with people in your field of interest. It is often cited as the #1 way to land a job or internship. Networking is not something done once and then forgotten. It is an ongoing process that will occur whenever the opportunity presents itself and it is a lifelong skill that will serve you in whatever occupation you choose.

Tips for Beginners

- Practice conversation starters with people you already know
- Bring a friend along to help you get started
- Request an informational interview with one person at a time
- Attend events with a clear theme or premise for meeting new people
- Set a goal before you enter a networking situation, such as starting three conversations, or making one strong connection

Ready to take it to the next level?

- Reach out to those who may appear reserved; they will often welcome your help
- Volunteer for a committee with a networking group or help plan a future event
- Be sure to let others know that you will value their guidance and advice
- Don't forget to follow-up with your new contacts

Social Settings & Meetings

Handshakes

- Always shake hands at the beginning and end of the conversation
- A firm grip is best. Avoid being too relaxed but do not overdo it by squeezing too hard
- If you get nervous easily, carry a tissue to wipe your hand



During

- Always be on time for meetings. For social settings, do not arrive later than 30 minutes after the start time on the invitation
- Avoid interruptions of conversation, brainstorming, or presentations if possible. Wait for an appropriate time to interject
- Avoid drinking alcohol in front of your coworkers, recruiters, or clients if they are not drinking. You should never feel pressured to drink, but if you do choose to join others and you are 21 or older, limit yourself to one drink

Introductions

- Name tags are always placed on your outermost piece of clothing on the right side. When shaking your hand, the other person will have direct sight of your name
- If you forget someone's name, you can sometimes "cover" by introducing a person you do know first; maybe the other person will say their name. Otherwise apologize and ask politely, before introducing the person to someone else