NETWORKING

DCRN
Delaware Career Resource Network

What Is Networking?

Networking is simply building relationships. Your personal, carefully cultivated relationships will enable you to learn about occupations, to hear about unadvertised jobs, and to help others in their pursuits, as well.

The process of networking takes time to see results. Don't expect your efforts to pay off overnight. Building relationships is a long term activity. Below are 10 phrases that describe successful networking:

1. Continually connect with new people
2. Build new and existing relationships
3. Follow-up with new people who you meet
4. Follow through on what you promise
5. Personally brand yourself as a subject matter expert
6. Always offer to help others first
7. Consistently stay in touch with your network
8. Make introductions to bring people together
9. Always be genuine and attentive to other people's needs
10. Be yourself and have fun

Jason Jacobsohn
Networking Insight

How Do I Network?

1. Begin by Identifying Your Current Network (page 2)

List all the people in your life who are currently part of your network.
Include:

- your inner circle: *family and friends*
- your school: *teachers, counselors, advisors, other students, alumni*
- your community: *eams, neighbors, clergy, doctor, dentist, store ownners, health club*
- your job: *co-workers, supervisors, customers*
- your outer circle: *a friend of a friend, people doing what you eventually want to do*

Continue to add to your network list as it grows.

2. Create an Information Sheet for Each Contact (page 3)

Complete a *Network Contact Information* sheet for each person on your list. Make the information as complete as possible. You might want to attach a photo or jot down reminders of those contacts you don't know well.

3. Keep a Network Contact Log (page 4)

Use the *Network Contact Log* to keep track of all direct contact you make with your network. Make notes about what you and your contact agreed would be the next step. You want to be able to follow through.



NOTE: If you have ready access to a computer, consider building spreadsheets to keep track of all this information.

My Network

Name	Relationship/Connection	Contact Information (page 3) Complete? ✓
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Contact Information

Complete this page for each person you have identified as part of your network (page 2).

Contact Name: _____

How do you know this person?/Relationship/Connection: _____

Name of Business/School/Other: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (W): _____ Fax: _____

Email (work): _____

Home Address (if different/appropriate): _____

City: _____ State: _____ Zip: _____

Phone (C): _____ Phone (H): _____

Email (personal): _____

Internet Information: (website, Facebook, LinkedIn, Twitter, Blog, etc.)

Other Pertinent Information:

Contact Log

Use this log to keep track of each direct contact you make with someone from your network.

Contact Name	**How Contacted** (phone, email, in-person, etc.)	**Date of Contact**	**Notes** (How did it go? What did you learn? What are the next steps? Should you send a resume? Will he or she make an introduction for you? Will you meet or talk again? etc.)