



# How to Work Networking Events

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## Before the Event

- Research the organizations that might be of interest to you.
- Read literature about the organization in the Career Services office/Internet.
- Be prepared to ask questions of the representatives. Practice out loud; it helps.
- Know Yourself:
  - Try to identify specific experiences where you have demonstrated your strengths.
  - Backing up all your skills with specific examples will make you a stronger candidate.
  - Know why you want to work /attend their organization. If you don't know, they won't either.

## During the Event

- *Make a good first impression:*
  - Make eye contact immediately when introducing yourself.
  - Give a firm handshake to get you off to a good start.
  - Remember the representative's name; if not, casually refer to their name tag.
  - Smile and be polite - enthusiasm is an important quality.
  - Dress nicely; a suit is not required, but ratty jeans will not make the right impression.
- *Body Language often can speak louder than the spoken word:*
  - Do not fidget, play with your hair.
  - Do not rock from side to side.
  - Do not look around when talking or being spoken to.
  - Do not chew gum.
- *Communication is critical!*
  - Listen carefully to what the representative has to say!
  - Avoid using filler words such as "um", "like", "you know."
  - Show confidence in your voice . Hewitt Union may be noisy and if they can't hear you, they won't remember you.
  - Offer a resume if you have a professional looking one. If you don't, offer to send it.
  - Ask for a business card or write down the representative's name. It is also okay to ask what the application procedure is. You want to make sure you're doing it right.
- *Explore all your options!*
  - Speak with organizations that you had not considered before.
  - Take the initiative and engage in meaningful conversations with representatives.
  - Representatives are here to provide information about their organizations and career fields.
  - Representatives are excellent resources in your career search and decision-making process.

## After the Event

- Mailing a thank you letter is not only appropriate, it can also bring attention to your name. Career Services has the contact information of all representatives if you need it.
- You can send an initial or additional resume in your thank-you letter; again, point out your strengths.
- If applying for a position, you can also call to make sure that your application is complete.
- When calling, be prepared and know/practice what you are going to say beforehand.

**If you have any questions, feel free to ask any member of Career Services or the Alumni Office.**

-OVER-

## Questions for Representatives at a Job Fair

First and foremost, questions should be natural. Be yourself. Don't rifle your questions; maintain a natural flow. Before beginning with your questions be sure to introduce yourself and establish rapport with the representatives. Listen carefully to their answers. Be courteous. Before leaving, be sure to close the conversation and thank them.

### *Questions You May Want to Ask Organization Representatives*

1. How many employees does your company have?
2. What goals does your company have for the next 10 years?
3. *What kind of entry level positions exist within your organization?*
4. How many employees are in my area of interest (which is..)?
5. *Does your company hire on a continual basis or just a certain times of the year?*
6. *How long does the hiring process take?*
7. What does your organization consider the 5 most important qualities in an employee?
8. Are graduate degrees important? If so, in what areas?
9. What courses do you suggest in order to be a successful candidate?
10. *Is there a G.P.A. cut-off in the recruiting process?*
11. What personality traits are important for success in your company?
12. *As an entry-level employee, what can I expect to be doing 2, 5, 10 years from now?*
13. What made you choose this company?
14. How long have you been with the company?
15. What things has your organization accomplished of which you are especially proud?
16. For how many years does the entry-level employee typically stay with the company?
17. What percent of applicants are eventually hired?
18. What is the retention rate in the company?
19. Do you expect your employees to relocate?

**Don't read directly from this list of questions at this event. If you are well prepared, you can truly be yourself.**

## *Factors in Selecting a Professional/Graduate School*

### **A. Admissions Requirements:**

- Can you realistically get admitted?
- How competitive is admission to the program?
- Do you meet the admissions requirements (GPA, test scores, course background, etc.)
- Does the department prefer to admit recent college graduates or applicants with work exp.?

### **B. Curriculum:**

- Does the professional/graduate school have the curriculum you plan to pursue?
- Does the primary emphasis of the program suit your educational goals?
- Will the curriculum provide you with the background you desire?
- How many courses/credits are required?
- Is a language required?
- In what length of time can you complete the program?
- Does the program include practical experience?

### **C. Reputation/Quality of the Program**

- What type of reputation does the program have within the field you wish to enter?
- Is the program accredited? By whom?

### **D. Placement**

- How many students complete the program each year?
- What percentage of the graduates find employment? Does the dept. help with employment?
- What kinds of employment are most frequently taken by graduates of the program?
- To what extent can you use the degree from the department to get into other type of work?

### **E. Faculty**

- How many faculty members are there? Does the dept.'s reputation depend on one or two?
- What is the faculty/student ratio?
- Are the faculty committed to teaching? Research? Service?
- What has the faculty in your program recently published?
- Are there adjunct faculty working in the field and teaching part-time?

### **F. Location/Size: Issues to consider**

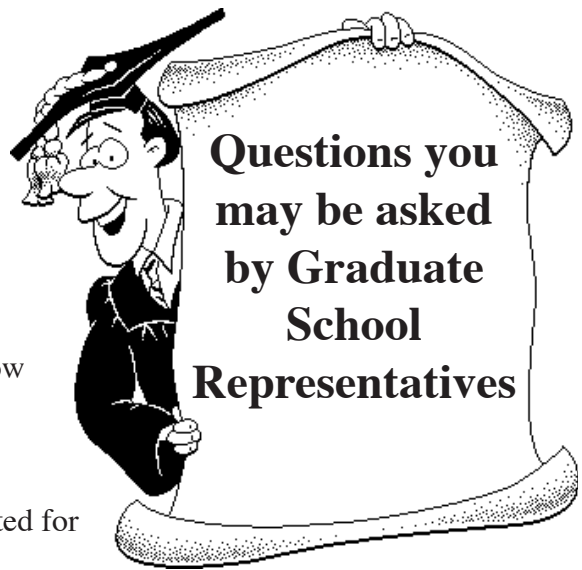
- Do you want to attend a large or small school? Do you prefer large or small classes?
- How large is the enrollment in the department?
- In what geographical area do you want to attend school?
- Do you want to be located in a city, suburban or rural area?
- Does the community offer the social, recreational and cultural activities you enjoy?
- Is graduate housing available?
- How difficult is it to find off-campus housing?
- Is there public transportation to the school from the community?

### **G. Cost/Financial Aid:**

- What is the cost of the program?
- How much has the program cost during the last few years?
- Has the cost risen? Is the cost expected to rise?
- How much financial assistance is awarded in the form of fellowships, assistantships, paid internships, loans, etc.?
- How much of a stipend, if any, will you receive?



- Why did you choose this professional/graduate program?
- What are some of the reasons that you have chosen this profession?
- Tell me about your experience in the field.
- Why did you choose the college you attended?
- What are some of the reasons why we should accept you over the hundreds of other applicants?
  - in terms of the profession
  - in terms of the graduate program
- Why do you want to go to professional/graduate school now rather than working for a few years first?
- If you are not accepted into professional/graduate school, what will you do?
- How do you think grades and test scores should be evaluated for professional/graduate school?
- What are your long-range goals?
- Describe three of your strengths and three of your weaknesses.
- To what other schools have you applied?
- If you could do anything at all with your life and money was no object, what would it be?
- What are some of the rewards and frustrations of this profession?
- What accomplishment has given you the greatest satisfaction?
- What do you think your life will be like while you are in professional/graduate school?
  - How do you deal with problems?
  - How do you work under pressure?
- What was your most rewarding college experience?
- What is important to you?
- What college courses did you like the most? Why?
- What college courses did you like the least? Why?
- Tell me about yourself.
- How would your best friend describe you? Your worst enemy?
- Do you think that your grades and test scores are a good indication of your academic achievement?
- In what extracurricular activities have you participated? Which did you enjoy the most?
- What do you think it takes to be successful in this profession/graduate program?
- How do you spend your spare time? What are your hobbies?
- Did you change your major/college? Why?
- Which of your college years was the most difficult? Why?
- Are you interested in research? Describe your research background.
- Do you have any experience teaching?
- How would this professional/graduate program benefit you?
- What unique background would you contribute to this professional/graduate program?



**•Know Yourself**

**•Know Your Field**

**•Know the Graduate School**