



My personal enterprise

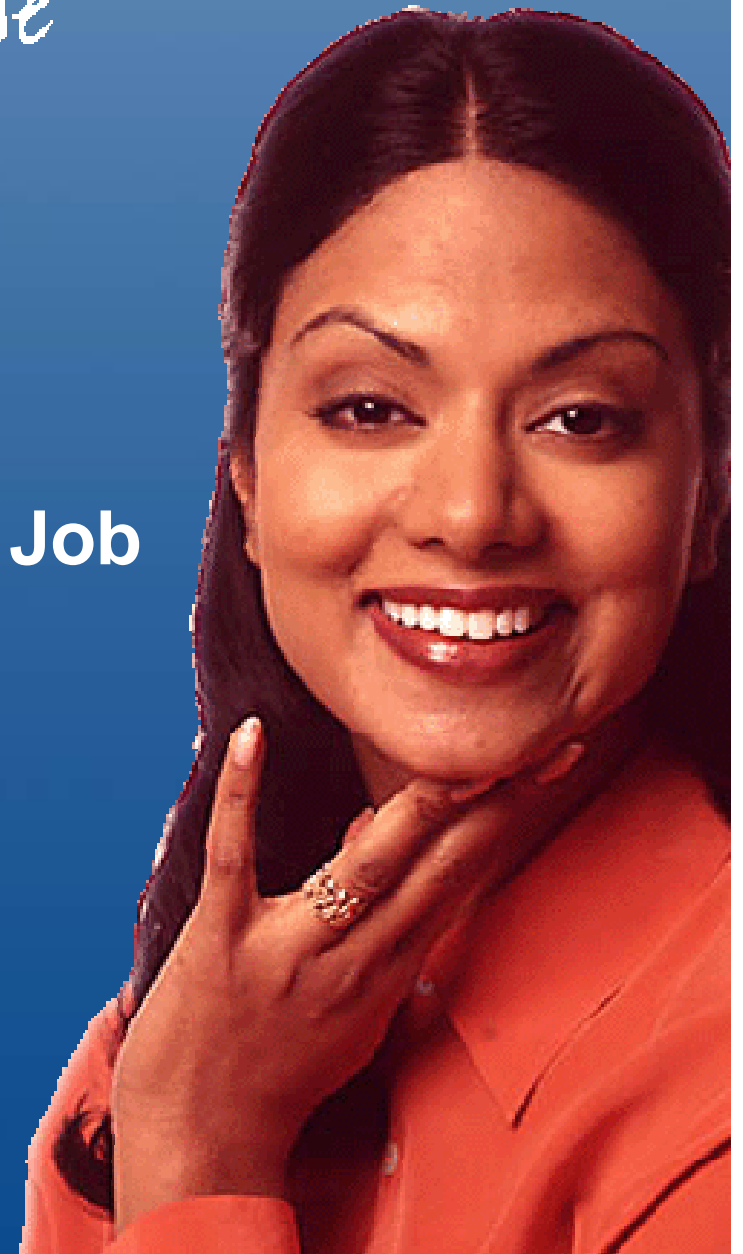


Networking

The Key to a Successful Job Search

Presented by:

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Recruiting Manager**



Networking

85% of ALL JOBS are found
through NETWORKING!!!

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Know what you want to accomplish:

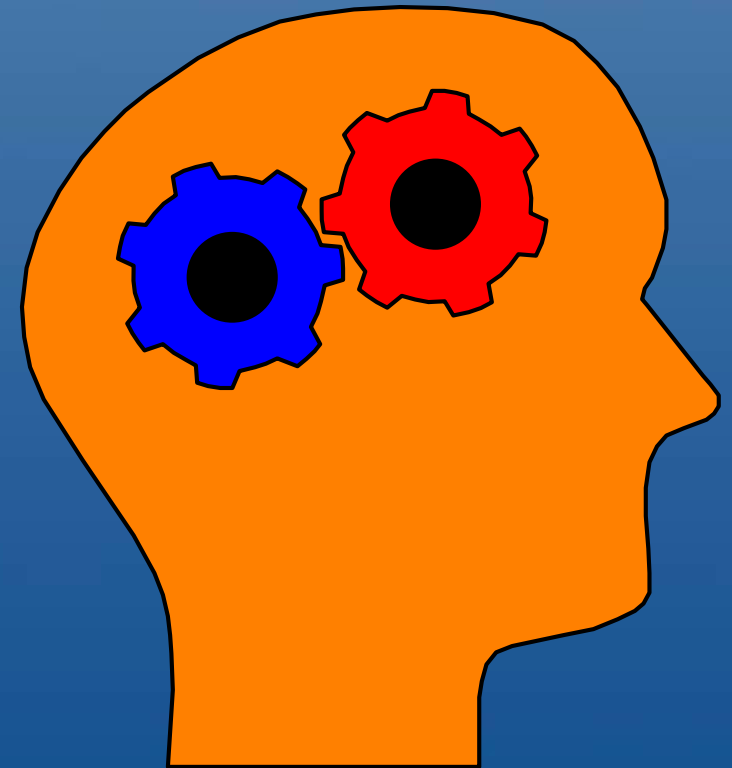
- ❑ Investigate a specific career field
- ❑ Assistance in narrowing options
- ❑ Obtain advice on where you might fit in
- ❑ Learn the jargon and important issues in the field
- ❑ Broaden your network of contacts for future reference
- ❑ Create a strategy for entering your field of interest
- ❑ Build confidence for your job interviews
- ❑ Identify your strengths and weaknesses

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Preparation

- Learn as much as you can about the organization
- Prepare a list of questions
- Learn something about the person you will be interviewing
- Arrange the interview



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Turn the key...be sure to:

- Dress appropriately
- Bring copies of resume (distribute only on request)
- Refer to your list of questions & Initiate the conversation
- Ask for referrals
- Arrive on time
- Adhere to the original time request (about 20-30 minutes)
- Be polite, professional, and stay on track
- Ask about vacancies
- Ask for permission to use their name

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Sample Questions for an Informational Interview

BACKGROUND

ADVICE

ADVANCEMENT

REWARDS

LIFESTYLE

SALARY

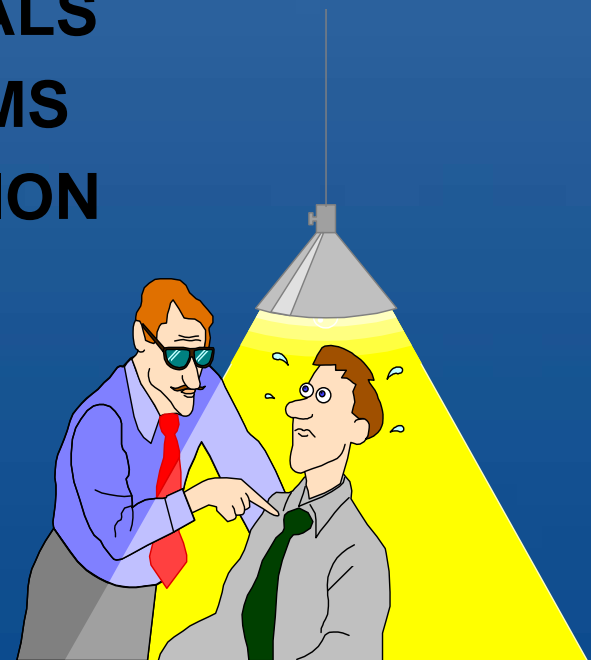
JOB SEARCH

REFERRALS

PROBLEMS

PROMOTION

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Follow up...open the door

- Write a personal thank you to everyone you talk to
- Keep a network of contacts for future reference
- Keep contacts involved, write them when you've learned something new or changed directions



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The Do's

- Plan, Plan, Plan
- Learn From Experience
- Smile
- Maintain Good Eye contact
- Develop a Good Handshake
- Use New Words
- Listen Actively
- Use Humor Appropriately
- Mind Your Manners and Rules of Etiquette
- Remember Names
- Be Honest If You Have Forgotten A Name
- Be Creative With Your Nametag
- Thank The Host

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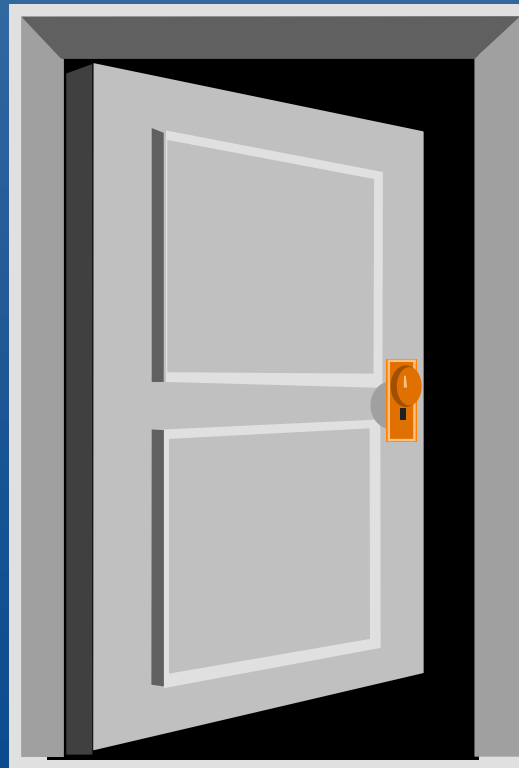
The Don'ts

- Drink Too Much
- Dress Inappropriately
- Camp Out At The Food Table
- Eat, Drink, and Talk In Any Combination
- Talk Loudly
- Smoke
- Go Into Great Detail
- Finish Someone's Sentence
- Search For Powerful People By Concentrating on Job Titles
- Complain About Anything
- Allow Eyes to Roam The Room
- Correct Others
- Humiliate Others
- Sit With People You Know
- Argue

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**Follow these key tips
and open the door
to a successful job search**



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Resources

- *Make Your Connections Count*, Melissa Giovagnoli
- *How to Work a Room*, Susan Roane
- *The Art of Mingling*, Jeanne martinet
- *The Art of Conversation*, James Morris
- *How to Win Friends and Influence People*, Dale Carnegie
- *How to Say Practically Anything to Practically Anybody*, Barbara Walters
- *Panache that Pays*, Maria Pernciaro Everding

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To learn more about Career Opportunities with Enterprise, please visit our website at www.enterprise.com/careers



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Thank you!!!

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