

Tip Sheet: NETWORKING - PLAN AND BUILD

Plan & Build Your Network

Networking is an important part of a job search. Contacts are made through people you know, and through them, to others who have the information you need.

Plan to grow your own network by identifying contacts, linking and adding more people who can reach into other people's networks.

Networking occurs at social events, sports events, community organization functions, the grocery store, the bus stop, everywhere! With the reality of the labour market and the hidden job market, job seekers must be looking to meet new people to grow their network.

Who is in my Network? Who will be the most helpful?

Start by making lists of people who may be helpful in your network. Write the names of people you know who you would consider contacts from your professional and personal world. It is not necessarily your direct contacts who will be able to help you, but their network or people.

After you have made an exhaustive list of people you know, decide how helpful those people would be in helping you to expand your network and circle the ones that you will consider contacting. Even your family and friends will have contacts that may be useful to you, it is simply a matter of asking. You can also reach out to people through social media sites like LinkedIn or industry associations. When you have developed a list of people who would be most helpful, it will be time to talk to them or reach out through email. You could conduct an informational interview or simply ask for advice – people love to give advice!

Refer to the resources for creating your elevator pitch or introductory statement to find out what to say.

Example of networking list:

New Professional Contacts (from the past year)	Family & Friends	Past Professional Contacts