

Networking is the process of developing relationships that can help you gain access to opportunities that can support and advance your career.

## ALUMNI NETWORKING EVENT

### This is a great opportunity to:

- Get career advice from professionals in your field
- Form meaningful professional relationships
- Practice authentic communication in a supportive, low-stakes environment

## BEFORE THE EVENT

### Make a great first impression

Dress in business casual attire

Arrive on time to avoid interrupting speakers

Turn cell phones on silent, and keep them stowed if possible

### Think about how you want to introduce yourself. Here are a few ideas to consider:

What clubs and activities are you involved in?

What hobbies do you enjoy outside of work and school?

What are one or two things that make you unique?

### Think about what you want to get from the experience

Are you interested in finding a mentor?

Do you want to learn how PLU alumni got started in their field?

Would you like to know more about the skills and experience that lead to success?

### Nervous about networking? Here are a few tips to help!

- Plan to attend the event with a friend
- Listen for things you may have in common when people introduce themselves
- Think of a few open-ended questions to ask in advance

### Not sure what to ask? Here are some sample questions

- What do you enjoy most about your work?
- What are some of the current challenges you face in this field?
- What kind of professional development do you recommend?
- What does a typical career path look like in this field?
- Do you belong to any trade groups or professional organizations?
- How do advances in technology effect your work?
- What do you spend most of your time at work doing?
- What's the company culture like where you work?

For personalized advice & recommendations, schedule an appointment with a career advisor!



# EMPLOYER NETWORKING EVENT

## Getting The Most Out of the Event

- Research the organizations that are attending and the opportunities they currently have available. This will help you develop meaningful questions and demonstrate genuine interest to recruiters.
- Set specific goals you hope to achieve by attending.
- Bring a printed copy of your resume that reflects your most current experiences and skills (career@plu.edu can help!). They may encourage you to upload the resume to the company website or email the recruiter directly. Employers may not keep your resume, but this does not necessarily mean they're not interested.

## Engaging with Employers:

Approaching someone you've never met to introduce or promote yourself can be intimidating. Practice your personal pitch several times before the event, and be sure to include your name, major, relevant work experience, skills, accomplishments, employment goals, and reasons for your interest in the company during your conversation.

*"Hi, my name is \_\_\_\_\_. I'm currently a junior majoring in Political Science, and I'm pursuing a career in law. I recently interned at \_\_\_\_\_, where I honed my skills in conducting legal research, drafting documents, and client communication. I'm particularly interested in applying these skills to your firm's work with undocumented families and immigration law. Can you tell me more about the opportunities you have available, and what qualities you look for in candidates?"*

## SAMPLE QUESTIONS YOU MAY ASK:

(Research the company first to make sure this information is not readily available online)

### Internships

- Does your organization have a formal internship program?
- Do you have an internship coordinator I can contact?
- What courses or majors do you look for in potential interns?

### Jobs

- What are typical entry-level positions for someone with my major, skills, and experience?
- What skills do you look for in potential candidates?
- What is the best way to apply to your organization, and how long does the process usually take?

### Questions they may ask you

- Why did you stop at our table today?
- What kind of position are you looking for?

## TIPS TO REMEMBER

- Listen carefully to what the recruiter has to say and ask questions
- Demonstrate confidence through your body language and voice. Avoid using filler words such as "um," "like," and "you know".
- Ask for a business card so you can follow up
- Show enthusiasm and make eye contact
- Ask about the company before taking any freebies
- Do not ask about salary
- Be concise and communicate your points promptly if there are several people waiting to speak to the recruiter
- Take the opportunity to network with other students while waiting in line

## AFTER THE EVENT:

Follow up promptly. Send any promised materials, such as an application or resume. If you spoke extensively with someone, send a thank-you note or email within 24 hours. Email any prospective employers you're still interested in, regardless of whether you spoke with them at the event.