

What do you say after you say “hello”?

Career Networking Do's

- Be memorable
- Be interested in the other person
- See networking as an equal exchange of information
- Have an open, welcoming facial expression
- Take the initiative
- Practice extending and shaking hands
- Make eye contact
- Remember names
- Tell your story with enthusiasm and energy
- Plan your questions; prepare provocative, thoughtful questions
- Make your requests specific
- Be knowledgeable about your industry
- If you make a promise, follow it up
- Let others know about your career successes
- Take action, volunteer, get yourself known



Career Networking Don't's

- Stop networking once you've landed a new job
- Forget to thank others who help you
- Expect others to always approach you
- Use networking to socialize = get free food/drink
- Use networking to “sell” or self-promote
- Come on too strong
- Make idle promises
- Monopolize the conversation
- Interrupt others
- Ignore the impact of your own body language
- Ignore other's body language
- Get distracted and not listen
- Look for the exit as soon as you arrive

