

## NETWORKING AND JOB SEARCH DO'S AND DON'TS

### Do

- Make lists of dozens of people to network with
- Get contact information
- Plan 60 second intro
- Make a contact
- Follow suggestions
- Be persistent (not a pest)
- Do what others are unwilling to do
- Make notes
- Be professional with everyone
- Expand your network
- Ask for an informational interview
- Schedule a tour
- Use a variety of communication modes, i.e. face-to-face contact, telephone, email
- Follow up consistently

### Don't

- Post resume online and do nothing
- Wait on others to “get back to you”
- Put incomplete or incorrect information on resume or application
- Be unprepared for a telephone interview
- Wear inappropriate interview attire
- Be unfocused, “willing to do anything”
- Assume the search will be quick
- Let frustration or discouragement stop your persistence
- Stop looking for a job until you have a job

## JOB SEARCH SUCCESS

- Be persistent, confident, willing to learn
- Have the needed tools
- Stay organized
- Deal with emotions
- Network excessively
- Follow up consistently
- Express appreciation
- Know **what** you want and **why** you want it.

