

A Student Guide to Networking – 2019-2020

You may have heard that in the internship/research/job search, “It’s not what you know; it’s who you know.” We would argue that it’s both. *You will not be selected if you are not qualified, but who you know helps you discover career opportunities and often, be considered for them.*

In college, you should develop a strong network, **a group who informs and supports one another’s professional journey**, including REUs, internships, jobs and graduate school. This guide provides advice on how to **build this network NOW - before you need a job or apply to graduate school.**

Typical Networking Events

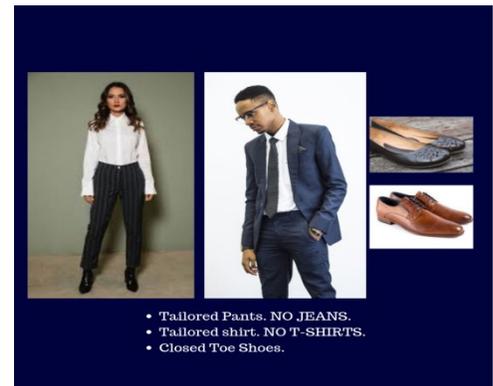
You have many avenues to **build professional relationships as you get to know faculty, advisors, peers, alumnae, recruiters, and professionals in your desired career field.** See chart below.

Type of Networking Event	Description	What to Bring	ASC Opportunities	Student Goal
Panel, Conference, or Association Meeting	Sit down event with presentations, small-group discussion, and info tables	Padfolio for notes; business cards	Many department-specific, environmental, women’s leadership and diversity opportunities	2+ per year – all years
Employer Info Session/Table or Job/Grad School Fair	Learn from recruiters about opportunities and what organization seeks	Padfolio for notes; business cards; resume (optional)	>25 during yr: Carter Center, AT&T, Peace Corps, Home Depot, LCG, Enterprise, etc.	2+ per semester, sophomore & above
Alumnae/Speaker Reception	Stand-up event with refreshments and informal conversations	Business cards	>10 during yr: Senior Alumnae Reception, Hubert Scholars, Connecting Majors to Careers, Peak Week	1 per semester – sophomore & above
Business Breakfast or Luncheon	Sit-down meal with speaker(s)		Varies by opportunity	Varies by career goal
Informational Interview	20 min meeting you request with an alum/career contact	Padfolio with questions; resume is required for introduction	Students who have attended workshops and have approved resume may contact alumnae via Scottie Career Connect	3+ per semester – sophomore & above

What to Wear

Networking attire ranges from business casual to interview wear. Business casual consists of a tailored shirt and pants/skirt. Note: skinny jeans are NOT tailored pants. Avoid clothes that are too short, too skimpy, or sheer. For interview/business dress, a suit is required.

For any occasion, comfortable, close-toed dress shoes are needed. Also, invest in a dark-colored tote to store your padfolio, business cards, and resume copies.



Need professional clothing? Email mzacarias@agnesscott.edu to ask for suggestions for free or reduced price professional attire.

Networking Do(s)

Prepare for the Event/Meeting

- Research organization/professional(s) to prepare good questions.
- Update/create professional toolkit: resume, LinkedIn profile. Attend events with the Office of Internship and Career Development to earn points for Agnes Scott College business cards with your LinkedIn URL and major.
- Practice introducing yourself & answering common questions. (See below)



Establish Rapport / Introduce Yourself

- Introduce yourself with a firm handshake: “Hello, my name is ____; I’m a sophomore at Agnes Scott College.”
- Maintain eye contact and smile.
- Make a point to remember/write down names.

Engage in Conversation

- Ask open-ended questions to encourage others to open up and share.
 - What is your personal experience with this organization? Group?
 - If alumnae, ask about common ASC connections – major, dorm, career path post-Agnes?
 - Tell me about your career journey. What advice do you have for a college student?
- Listen actively – eye contact, smile, nod of agreement – to show you are listening.
- Be prepared to answer common questions:
 - What brought you to this event? What are your career interests?
 - What do you like about Agnes Scott? What are you studying?
- Be prepared to make a succinct statement about your interests and goals, for example:
 - Last semester, I took a course in (course name), and it really sparked my interest in (area of interest). I am looking for an internship/summer research in (area).
 - I am hoping to learn more about opportunities to apply my interest in (area).

Convey Professional Presence

- Be on time to events and meetings; don’t stay past end time unless host/contact invites you to stay.
- After an appropriate amount of time, it is fine to convey “nice to meet you” and move on to talk to others.

Networking Don’t(s)

- Avoid alcohol if you are under 21 and don’t have more than one drink if you are over 21.
- Do not wear heavy perfume or smoke before/during the event.
- Avoid bringing up controversial subjects that derail the conversation such as politics, religion, or sex.
- Make sure not to monopolize conversation or a professional contact, limiting their ability to speak with others.

Afterward: Cultivate the Relationship

Send a thank you email AND personalized connection request on LinkedIn:

“It was great meeting you at (event). Thank you for your time and insight on (topic). I would like to stay in touch.”

Keep in touch & pay it forward. See below for ways you can help your contacts:

- Refer them to relevant books, articles, news, or events of interest
- Follow and share information about their organization with others (online or in person)
- Introduce them to others who might help them in their job or volunteer causes
- Congratulate them on achievements (you will receive updates about them from LinkedIn)

Need help preparing for an event or making connections with alumnae? Use compass.agnesscott.edu to schedule an appointment. We want you to have fun meeting new people and learning about careers!