

General notes on networking from Bob Costello's presentations...

1. First level contacts do not require face to face meetings. A phone call is OK. Face to face meetings are preferred but the assumption is that you will have 'face time' with this person anyway as they are friends.
2. Second level (and above) contacts must always have face to face meeting. Your reason for pursuing a face to face meeting (as opposed to email or phone) is to put YOUR FACE with your RESUME.
3. When speaking to contacts be sure they understand that you are not asking them if they know about a job opening but *if they know about someone related to your profession that can help you with your search.*
4. Suggestions for when you call someone (to ask for a meeting)
 - a. ALWAYS "Mr/Mrs _____, my name is _____ . I was talking to (mutual friend) and he/she suggested that I talk to you. I have a background in (begin 30 second drill)
 - b. Attempt #1: "Do you have a few minutes for me to come by and introduce myself, hand deliver my resume and get some guidance on companies to target?"
 - c. Attempt #2: "Do you have a few minutes for me to come by, introduce myself and drop off a resume?"
5. Remember that every face to face meeting is an informational interview.
6. Try to open the conversation with your 2 minute drill (or shorter version "30 second drill").
7. BE OBSERVANT. This DOES NOT MEAN be a stalker or be nosy. Notice personal items in the office as subject matter for personal moments in the conversation.
 - a. Do you see a picture of kids? Have kids of your own? There is a subject for a personal moment in the conversation. ("I see you have children, I have (number of kids) myself...").
 - b. 90% of your conversation during a networking meeting should be about business. 10% should be about making a personal connection with the person that you are meeting with in order to show them that you are A REAL PERSON and not a job hunting robot! Remember, we are all human.
 - c. This personal connection will help them to remember you (and your skills!) later; when they see an opportunity for you.
8. Keep to your time limits.
 - a. Whatever time you ask for, stick to that time *and nothing more.*
 - b. "Can I have a few minutes..?" = 10 minute meeting
 - c. "Do you have 20 minutes to meet with me?" = 20 minute meeting
 - d. Do this even if the meeting is going well. This is an opportunity to impress the person with the fact that you keep your word and respect other people's time. "Keep your word" & "Respect other peoples" anything are both qualities that fit into almost any company culture
9. Ask for help and/or guidance.
 - a. Let them give you suggestions on your resume or offer names of people that you can reach out to
10. Call everyone that you have met with every 3 weeks for follow up.
 - a. Thank them for their time.
 - b. Let them know their suggestions or contacts have helped (or met with) you
 - c. Ask them to keep your name and resume "warm"
11. For every face to face meeting send a PAPER mail thank you note.
 - a. This separates you from the rest of the world. Everyone SAYS they send thank you notes, *almost no one does.* (When is the last time you received one???)
 - b. This also brings you back to the front of the person's memory. Any promises they may have made you in the meeting that they haven't kept; they will remember now