Networking

Identify each of the 16 statements according to how accurately it describes your behavior. Place a number from 1–5 on the line before each statement.

5 — 4 — 3 — 2 — 1

Describe me

1. When I start something (a new project, career move, a major purchase), I seek help from people I know and seek new contacts for help.

2. I view networking as a way to create win-win situations.

3. I like to meet new people; I can easily strike up a conversation with people I don't know.

4. I can quickly state two or three of my most important accomplishments.

5. When I contact business people who can help me (such as with career information), I have goals for the communication.

6. When I contact business people who can help me, I have a planned short opening statement.

7. When I contact business people who can help me, I praise their accomplishments.

8. When I contact people who can help me, I have a set of questions to ask.

9. I know contact information for at least 100 people who can potentially help me.

10. I have a file/database with contact information of people who can help me in my career, and I keep it updated and continue to add new names.

11. During communications with people who can help me, I ask them for names of others I can contact for more information.

12. When seeking help from others, I ask them how I might help them.

13. When people help me, I thank them at the time and for big favors with a follow-up thanks.

14. I keep in touch with people who have helped or can potentially help me in my career at least once a year, and I update them on my career progress.

15. I have regular communications with people in my industry that work for different organizations, such as members of trade/professional organizations.

16. I attend trade/professional/career types of meetings to maintain relationships and to make new contacts.

Add up your score and place it here _______ and on the continuum below.

80 — 70 — 60 — 50 — 40 — 30 — 16

Effective Networking  Ineffective Networking

If you are a full-time student, you may not score high on networking effectiveness, but that’s okay as you can develop networking skills by following the steps and guidelines in this chapter.

Networking is not about asking everyone you know for a job (or whatever you need assistance with, such as feedback on your resume and career preparation, or information on hiring patterns and growth potential in your field; information about your current organization and its culture and power players; support and recognition from a colleague, or a mentor). How would you react if someone directly said, “I sell cars, and I have a good deal for you. Can you give me a job?” Networking is about building professional relationships and friendships, through effective communications. Although the same networking process applies to broad career development, we focus more on the job search. Whenever you start something—a new project, a career move, buying a car or house—use your network.