

## Topic: Networking – Why and How

### Objective:

#### When you complete these activities, your student should:

- Understand why it is important to network
- Have prepared a list of people they consider to be part of their network
- Understand how to grow a network

### Resources Needed:

- Computer
- Internet Capabilities
- Paper and Pencil

### All about Networking:

- It is important for job seekers to realize that the majority of jobs are not advertised. This is what we call the “hidden job market.” It is called hidden because most people outside of the company or organization do not realize there is a job opening.
- The statistics vary depending on the level of salary, however, research shows that between 40 – 80% of jobs are acquired through networking.
- A person’s network is often much bigger than they realize.
- The people in a network can provide support, information and job leads
- Do not be shy to communicate to your network what you are looking for or to ask for introductions to people they know who might be able to help you further.
- Reference any or all of the following links on networking:
  - <http://www.helpguide.org/articles/work-career/job-networking-tips.htm>
  - <http://career-advice.monster.com/job-search/Professional-Networking/Build-Job-Search-Network/article.aspx>
  - <http://www.quintcareers.com/networking-guide/>

### Determining and growing your Network:

- Create a list, with your student, of people they can consider to be part of their job search network – see “My Network” Sheet that follows
- Once you’ve established the people who make up the network, frequent contact is encouraged. During contact be sure to let them know what it is the job seeker is looking for.
- When a contact gives the job seeker a lead or referral it is important to ask the contact’s permission before using their name.
- Keep track of these new contacts and add them to the network “list” created before.

# My Network

List all of the people you know by name in the following categories, include phone numbers.

Family	Friends
Neighbors	Church Members
Co-workers	Club Members
Children's Connections: Teachers Friends' parents Coaches Daycare providers	Professionals: Barber/Hairstylist Dr. Dentist Mechanic