

Suggestions for Conducting a Networking Meeting

PAPEN South – June 2, 2014

1. Get Ready
 - Business Cards
 - Detailed Resume
 - Promo Sheet
 - List of Target Firms
 - Your ideal job – industry, location, position, knowledge required, fair pay rate, benefits
 - Think about looking for the right fit – not about wins and losses

2. Set the Meeting
 - No cold calls
 - Get several recommendations from your network
 - Ask your contact why you should meet this person
 - Aim for hiring manager level people when possible
 - Know your network contact's office phone , cell phone, and email address
 - Check a map, have a proposed location in mind that is close to his / her office
 - Try to get your network contact out of the office – lunch, coffee, etc.
 - Phone, don't email - but follow up with an email if you left a message
 - Arrange when, where, make sure network contact knows why
 - Contact may ask you to email a copy of your resume prior to the meeting
 - Check Google, LinkedIn, company's web site, stock reports, etc for clues about the person
 - Re-check your resume, should you customize a version for this meeting?

3. The meeting
 - Arrive 10-15 minutes early, get a good table away from noise and distractions
 - Have some warm-up topics – sports, news, weather, etc.
 - Avoid politics, religion, gossip
 - Be friendly but professional
 - Dress appropriately – usually business casual
 - Ask how much time contact has, pace the meeting to get all your items covered by then
 - Let the other person order first, no buffet or messy foods
 - Focus on what the other person is saying, use active listening
 - Avoid asking for confidential business or personal information
 - Don't ask for a job, just describe what you are looking for
 - Ask who they know who might need a person with your experience
 - Be genuine, confident, friendly, just ask for help
 - Don't stop with just one lead, try for 4-5 suggestions
 - Take notes, record any advice you get, names of contacts, etc.

4. Follow-up
 - Send email or a hand-written thank-you note
 - Follow-up on ALL suggestions you get
 - Let contact know you followed-up
 - Keep person informed about your job search progress
 - If you bonded, maybe have you should another meeting next month?