

ADM J 240W: Professional Development Unit

Networking, preparing for the job search, using available resources

What is networking?

Networking is not asking for a job, but ***making contacts*** with people who can help you find out where the jobs are.

The U.S. Department of Labor reports that 70% of all job openings are not advertised, recruited for, or made known outside of an organization. This means 7 out of 10 jobs are secured through the "who do you know" method of job search.

Networking is an important part of your professional development. So, don't ignore it!

But I don't have a network.....

Yes, you do! Think of all the different roles you have at this point in your life—and all of the people you know through those roles.

I am ...	a student	I am...	a Penn Stater
	a volunteer at...		an intern
	a former/current employee at...		a friend
	a member of my religious organization		a neighbor
	a niece/nephew		an extern

Ways to expand your network

- Always, always, *always* participate in events involving alumni and visiting practitioners; keep your eyes open for emails, newspaper ads, and announcements
- Complete an externship; complete an internship
- Talk to people about their jobs—every chance you get
- Participate in Lionlink; this is a networking service coordinated by Career Services and the Penn State Alumni Association—totally free!
- Request occupational interviews with professionals in the field

Occupational Interviewing: A Networking Tool

Occupational interviewing involves asking for information about jobs, career fields, career trends, and asking for career advice.

What's the value of occupational interviewing?

Talking to people in different professional areas not only gives you the opportunity to find out about these types of jobs but it also is a means of establishing professional contacts. You can always end an occupational interview by saying, "If I have any other questions, would it be all right to give you a call?" or "Would you recommend talking to anyone else about....."

How should I get started?

Start calling! Ask if someone might be available to talk to you in the upcoming weeks about his or her position for 20 minutes or so.

How can I find people to interview?

- ❖ You can use the LionLink service. You can register online at <http://www.lionlink.psu.edu/>
- ❖ Pick up a copy of the Internship Site list and check the CDC files in 901 Oswald as well as in Career Services.
- ❖ Look in the phone book, search the Web, and talk to people you know currently for ideas and possible contacts.

What should I ask?

1. What do you do on a typical day? What kinds of problems do you deal with? What kinds of decisions do you make?
2. What personal satisfactions do you gain from your position? What do you like least about your job?
3. What did you do before you started your current position? Does any of your previous experience help you?
4. What courses that you took in college helped you most?
5. What kinds of changes are occurring in your field? Do you see any job trends?
6. What kinds of personality traits or personal characteristics do you think are necessary or useful in your line of work?
7. Does your position require particular skills, training, or advanced education?
8. How does someone progress in this field? Are there typical job tracks people follow?
9. Does your position require you to collaborate with other internal offices or outside agencies? In what ways?
10. What kinds of hours do you work? Do you ever have to work over-time? Are you compensated for that?
11. If you could offer me any advice, as someone who is considering this line of work, what would it be?

The follow up: Always, always, *always*, send a thank you note to the person you interviewed.

