

Networking Successfully

Networking - Powerful Job Search Tool

Networking is a powerful tool to use in your job search. Networking is simply reaching out to meet people with the specific purpose of identifying job leads. You may talk to someone in person, over the phone, or send an email to let them know you are looking for a job and asking for information about job openings. Most people find their jobs through someone they know. The more people who know you are job hunting, the greater your chances are to learn about existing positions and opportunities that will be available soon.

Many great jobs - over 80% of all job openings - are never advertised. Why not? Because employers use their own networks to identify potential candidates for hiring. These jobs are filled by referrals from family, friends, other employees, or business associates. How can you find out about these opportunities? Through networking. It allows you to increase your outreach and to enlarge the circle of people aware of your background and skills. By networking, you learn valuable information that allows you to apply for that soon to be posted position at the perfect time. Most people are gracious and willing to help if they can. It's up to you to give them an opportunity to share what they know.

Practice and Plan

Be prepared to give an organized twenty-five second sales pitch about yourself (three or four sentences) to anyone who might have a job opening, or who would know of someone who has a job opening. Set a goal of contacting a specific number of people each day. You want to include the following information when contacting someone by email, phone, or in person:

- Your name

- Your occupation
- Your current situation
- Job opportunities you are seeking
- What you can offer the employer

Who and Where

If you are not sure how to start or are looking for some pointers, contact your local Georgia Department of Labor Career Center for information. Some career centers, churches, and civic organizations have job networking groups where you learn about job opportunities and share strategies. Start contacting the people who are closest to you: family, friends, and neighbors, but don't stop there. Think of everyone who could be a link to your next job. Anyone you see or meet is a possibility. Here are a few more suggestions:

- Former coworkers
(See more on reverse side)

Have Questions?

There are 53 Georgia Department of Labor Career Centers. Each office is equipped with high-speed Internet.

Go to www.dol.state.ga.us to locate an office near you.



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- Church or club members
- People at the gym
- Hairdresser or barber
- People standing in line with you
- Members of professional organizations
- Business leaders

Places to network:

- Internet
- Clubs
- Civic associations
- Church
- Neighborhood activities
- Volunteer activities
- Sports activities for you or your child
- Parties or social events
- Continuing education classes and career counselors at the school

Places of business:

- Doctor's offices
- Coffee houses
- Restaurants

Gather Information

When you have made a contact, remember to thank that person for his/her help. Learn as much as you can about the company, the position, and how to apply for the job. Since timing is critical, be sure to check back with your contacts every two weeks to see if they have any new job leads. People lead busy lives and job situations change almost daily. A gentle reminder that you are continuing to look for a job is the proper way to keep in touch. Continue to:

- Discuss your background and experience -- describe accomplishments, skills, talents and abilities

- Ask questions to gather information and get feedback about overcoming any concerns
- Follow up regarding potential opportunities, stay organized by keeping accurate records, and communicate regularly

Successful Networking

Networking is a two-way street. Each industry or company is actually a small world of individuals who know each other very well. Keep networking contacts informed on where you are in the job search process. Answer phone messages and emails promptly. Treat networking contacts the way you want to be treated. Be sure to send thank you notes to show you appreciate their time and their efforts. Share your good news when you go back to work. Then be ready to help someone else when situations change and he/she is looking for a new job. I'll help you and then you help me -- that's the key to effective networking.

Job Networking Websites

www.linkedin.com
www.ajcjobs.com
www.CareerBuilder.com
www.SnagAJob.com

DOL-4433 (R-4/11)

Visit our website at www.dol.state.ga.us

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