



NETWORKING EVENT BASICS

ARRIVAL

- Always arrive 10-15 minutes early.
- Prepare for the event prior to arrival in the lobby, car, or waiting area.
- Review notes on who you want to speak to, company information, and other related information.

NAMETAG

- Always worn on the outer most piece of clothing on the right side.
- By doing so, the other person will have direct sight of your name.

INTRODUCE YOURSELF

- Make eye contact.
- Say “Hello” or “Hi” but never “Hey.”
- Speak clearly and enunciate. Be aware of talking hurriedly as this happens when nervous.
- Keep your distance at arm’s length for those just met.
- Be aware of your body language. Are you giving appropriate eye contact? Fidgeting?

HANDSHAKING

- Shake hands at the beginning and end of the conversation.
- A firm grip is best. Avoid being too relaxed but do not overdo it by squeezing too hard.
- Use your right hand, and using only one hand, give one or two pumps.

Helpful Hint: If you get nervous easily, carry a tissue to wipe your hand.

AT THE EVENT

- Always be sure to ask open-ended questions.
- Be interested in the questions you’re asking; no boring questions allowed.
- Rephrase to show you are listening.
- Use the person’s name when interacting. If you forgot someone’s name, you can sometimes “cover” by introducing a person you do know first; maybe the other person will say their name. Otherwise, apologize and ask politely, before introducing the person to someone else.
- Keep your hands at appropriate levels. Too much hand movement is distracting. Never leave hands in your pockets.
- Sample conversation topics are: What are you seeking in quality applicants? Tell me what you like about your current job?

BUSINESS CARDS

- Keep them close by and in an attractive case.
- Hand out discreetly; accept graciously.
- Never give your business card on approach (at least in western cultures).
- Only ask for a card if you're interested in the organization.
- Be sure to put away other recruiter business cards before approaching another.

EATING

- The event is about meeting, not eating. Best to do this at the end, in the middle, or upon arrival.
- Your right hand should always be free in the event you meet someone while eating.
- Only put a few things on your plate.
- If approached by a recruiter while eating, greet with a handshake!

PURPOSE OF NETWORKING

- Establish relationships
- Meet and exchange information

PURPOSE OF RECEPTIONS

- Meet potential employers and for them to meet you.
- All about meeting, not eating!

Helpful Hint: Think of individuals you want to meet ahead of time and what you want to know about them.
Doing this- going in with a purpose- will give you confidence!

Sources: Adapted from the UCI Career Center and At Ease Inc. publications