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