
THE DO'S AND DON'T OF NETWORKING

Following are two lists of networking do's and don't that summarize much of what has gone before in an easy to remember list format.



1. Identify an organization, job title, career path, or person of interest to you. **DO RESEARCH** so that you can talk intelligently to your contact.
2. When you speak to that person, ask **IS THIS A GOOD TIME?**
3. Give a quick **SUMMARY** of **WHO YOU ARE** and **WHAT YOU WANT**. Focus on what you have in common. Have a goal. State your purpose.
4. **BE FLEXIBLE.**
5. Ask for information and advice, **NOT A JOB**. Be prepared with a short list of questions or topics.
6. At the meeting, ask for **REFERRALS**.
7. **LISTEN** attentively.
8. **RESPOND** with intelligent questions or comments. Speak in sound bites.
9. Ask for a resume **CRITIQUE**.
10. Be **COURTEOUS** -- write a thank you note.



1. Don't push yourself on someone who isn't interested or able to speak with you.
2. Don't ask personal questions or questions about money.
3. Don't ask for a job.
4. Don't overstep your time limits.
5. Don't come unprepared, either about the company, the career path, or yourself.
6. Don't interrupt.
7. Don't focus entirely on your own needs. You're there to learn.
8. Don't ask the person to circulate your resume for you (unless she offers).
9. Don't forget to say "thank you."
10. Don't become a pest, continually calling the contact for advice and referrals after your initial meeting.