

NETWORKING THOUGHTS

Over 50% of all jobs are not posted. How do you find out about them? Networking.

And even if a job is posted, know that the posting will generate more than 425 applications within the first 24 hours.

Knowing how to network will help you achieve your job search goal. Here is a productive way to identify your contacts and use your network.

Write down the names of everybody you know.

1. Colleagues – people with whom you worked at any time, went to school with, or served in the military. Include people to whom you reported or who reported to you; people at school in addition to your teachers – faculty and staff; people you met in other businesses, vendors or suppliers, people in trade associations or groups.

2. Neighbors and people you have met while volunteering, at church, or people you met at clubs, groups or associations, sororities or fraternities, or physical training places gyms, YMCA / YWCA or other facilities.

3. Friends – people you've met and know just socially.

Then, prepare a worksheet with the following columns and information about each person on your list:

Name
Phone Number
Email Address

Name of Company
Their Title

Last Date Contacted
Next Step

This can be done on Excel, or just create your own chart. Names and information about them will change over time. New names will be added, and others will be removed. The first three columns are essential; the 4th and 5th are very helpful; and the 6th and 7th are your own actions taken