Comprehensive Preparation for a Successful Job Search
H. Networking

We gratefully acknowledge that this program is based on materials provide by:
MeNG –Marketing Executives Networking Group
SVCC–Saddleback Church Career Coaching & Counseling Ministry

We gather with our sisters and brothers in need.

We are aware of the struggles in our economy that we all face and share.

We recognize that we are called to help one another.

We reach out to our heavenly Father to acknowledge the many gifts that we have been given and understand that God is always there for us.

Basic Tools for a Job Search

A. Accomplishments

B. Problem Action Result (PARs)

C. Power Stories

D. Resumes & Cover Letters

E. Networking Bio & Two-Minute Elevator Speech

F. Web Presence

G. Interviewing Preparation

H. Networking

A Note about Networking....

- 78% of jobs are found through networking*

- Spend 2/3rds of your time networking

- Networking works because of RELATIONSHIPS!

Spend a good deal of your time with people that are currently employed
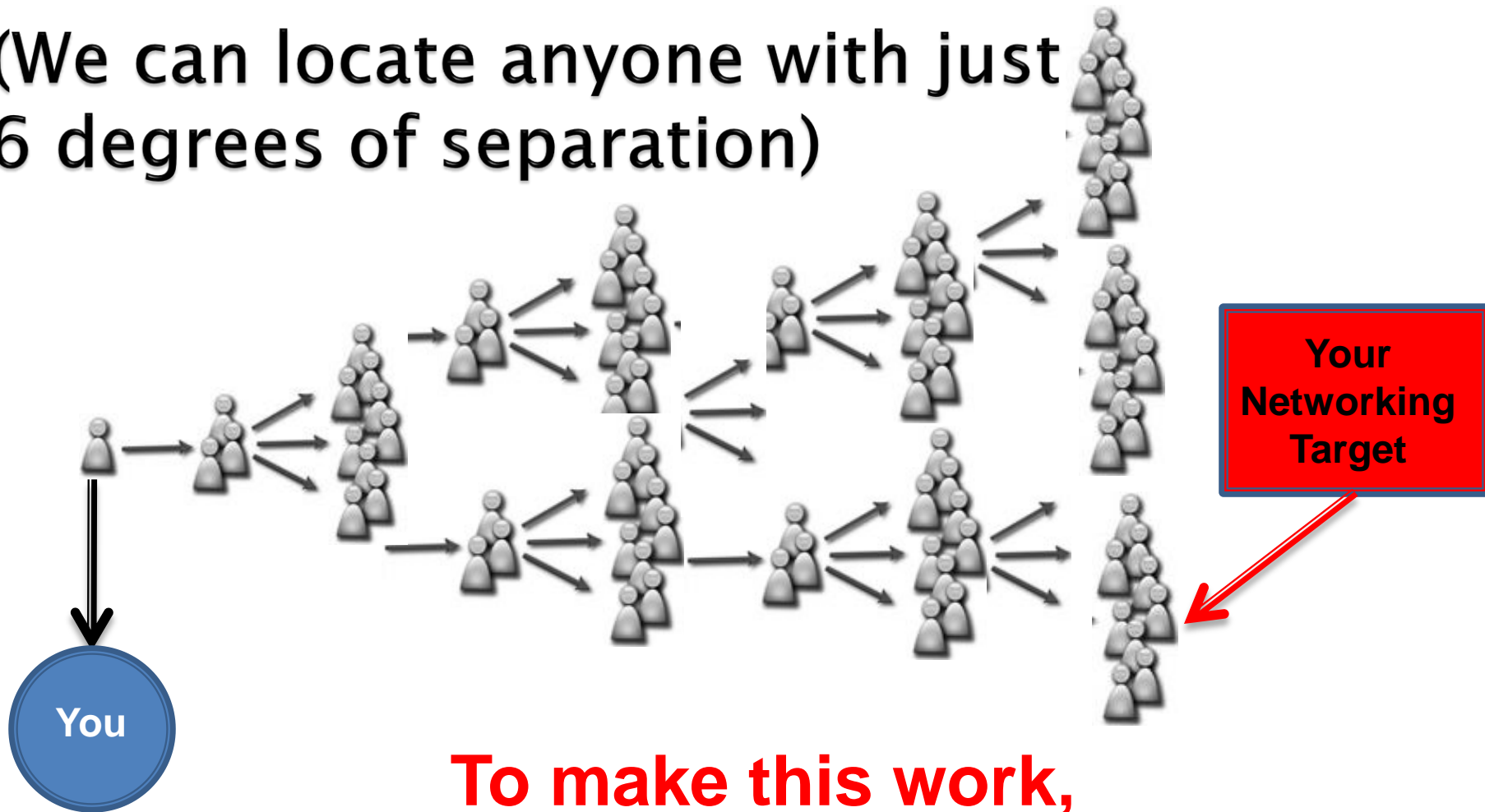
* Right Management

What Will I Learn and DO?

- **Why Networking Works**

- **Use of Networking Vehicles:**
  - Telephone
  - Internet
  - In-Person

- **To Create a Weekly Networking Plan**
  - Process
  - Objectives
  - Benefits

- **Accountability**

Networking works because of....
Geometric Growth

(We can locate anyone with just 6 degrees of separation)

You

Your Networking Target

To make this work, you MUST define your target!

Networking works because of…. the Hidden Job Market

▸ **What is a "hidden job"?**

◦ Not advertised

◦ In the process of being created

◦ An open job that hasn't been filled

◦ An unmet need in a company
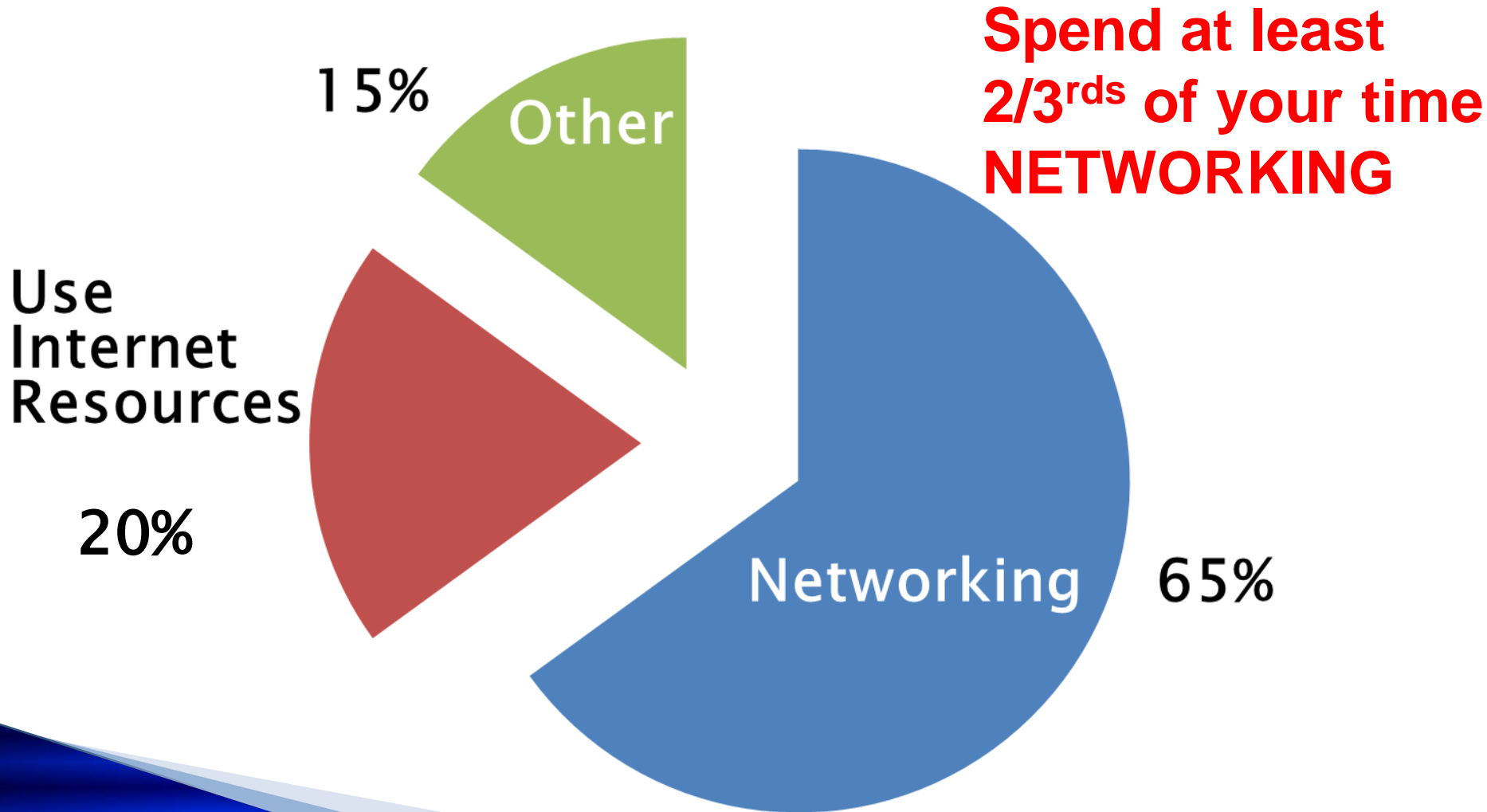
◦ A problem that needs a solution

Networking success depends on Quantity

- It's simple mathematics!
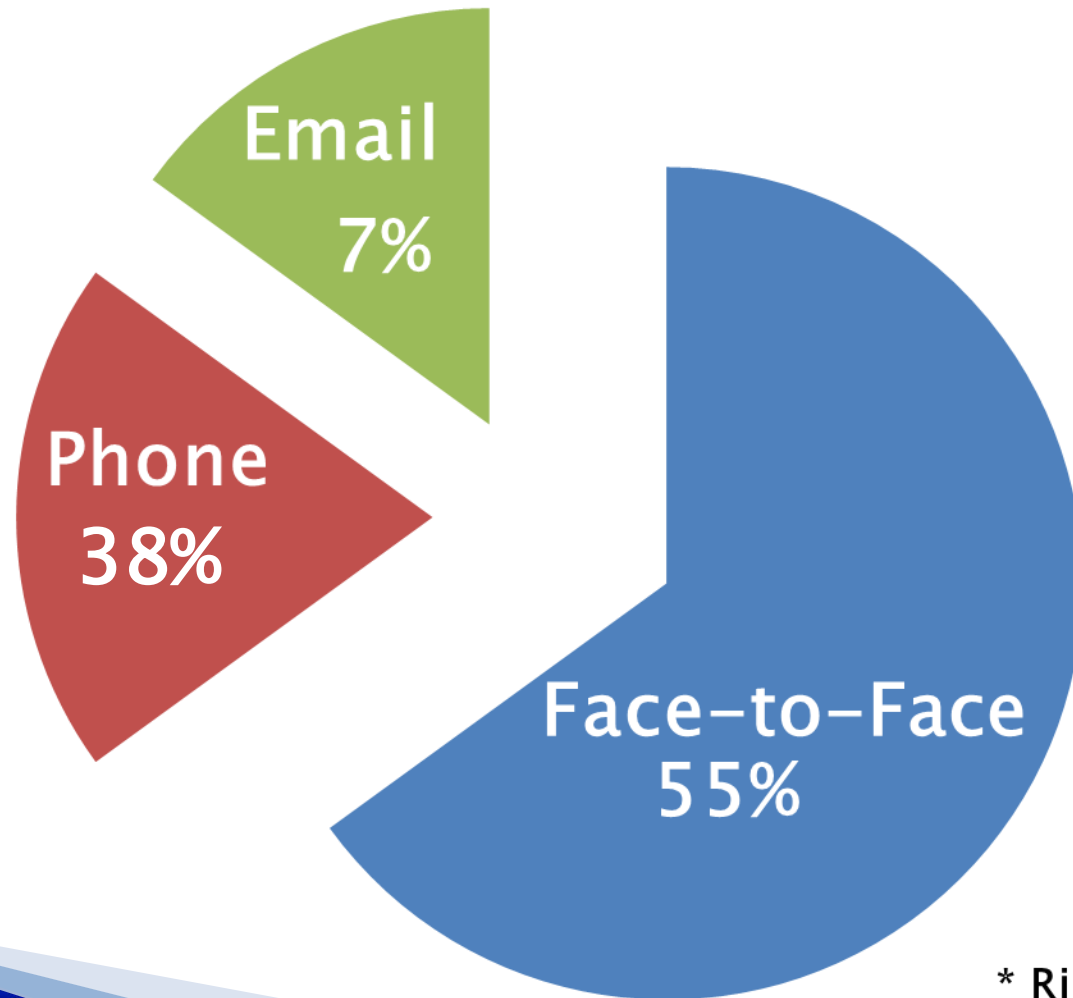
  ◦ 1 in 20 conversations results in an opportunity

How many job opportunities do you want to find?

Suggested Time Allocation for Finding a New Job

15%

Other

Use Internet Resources

20%

Networking 65%

Spend at least 2/3rds of your time NETWORKING

How Effective are the 3 ways to Network? *

* Right Management

3 Networking Vehicles

▶ **Phone**
- ◦ **Most time efficient process**
  - • Only takes 5 to 10 minutes
  - • <u>Great</u> quantity process to acquire lots of names
- ◦ Opens up contacts anywhere in the U.S.

▶ **Email / Internet**
- ◦ **Least intrusive process**
  - • Gives contact time to respond
- ◦ <u>Good</u> quantity process
- ◦ Slow: requires long time to meet your networking objectives

▶ **Face-to-Face** (Respect people's time –Limit to 15 minutes)
- ◦ **Most effective process**
  - • Best way to build relationships; there is <u>no substitute</u> for face time
  - • May be COSTLY, in money and time; Use when the payoff is high

Which Networking Vehicle is Best for this Person?

- **Face-to-Face**
  - If this is someone who could hire me
  - If this person would be a high potential recommender
  - If they have lots of networking contacts that I need to make
  - If this is someone I need to know for the long term
- **Phone**
  - To start building a personal relationship
  - To quickly follow-up with someone I've already met
  - If this person lives at a distance
  - If this is a busy person who is hard to reach
- **Email / Internet**
  - For "cold call" introductions to people I don't know (LinkedIn)
  - Key approach for follow-up to in-person and phone meetings
  - Send job leads or relevant info to help someone
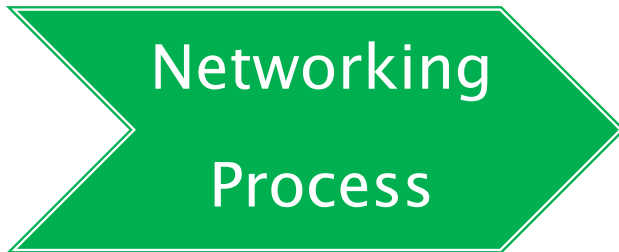 - To introduce myself to recruiters

Networking success depends on building relationships

▸ **Be Honest**

▸ **Be Sincere**

▸ **Be Yourself**

Work hard at getting to really know the other person!

Create a Weekly Networking Plan

How to Network
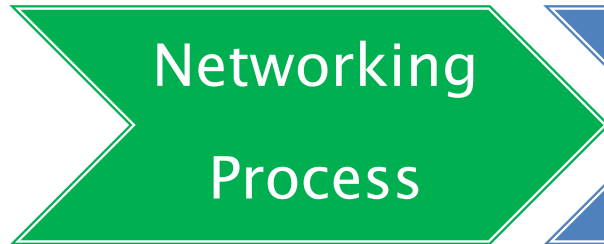
Networking

Process

ID Target

▸ **Who do I need to contact?**

Set Objective

▸ **What do I need to accomplish?**

Choose Vehicle

▸ **Which vehicle is best for each person?**

- **Phone**
- **Email / Internet**
- **Face-to-Face**

Make Contact

▸ **Create and meet daily contact goals**

Follow-up

▸ **Maintain a contact list to be sure that you have followed up many times with each person**

Create a Weekly Networking Plan

How to Network   **"Why am I Contacting?"**

Networking Process

Contact Objectives

Build Relationship with this person

Get 2 names

Get Industry information

Get Career information
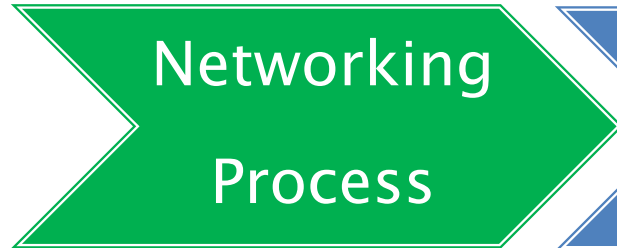
"Review my resume"

Set up a meeting

Get Advice

Create a Weekly Networking Plan

How to Network   **"Why am Contacting?"**   **What I Hope For**

Networking Process   Contact Objectives   Extended Benefits

Identify hidden job

Demonstrate availability

Meet potential employer face-to-face

Develop relationships that could lead to a recommendation
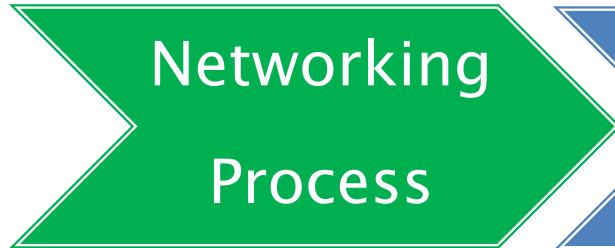
They become your advocate

Create a Weekly Networking Plan

How to Network   **"Why am I Contacting?"**   **What I Hope For**

Networking Process	Contact Objectives	Extended Benefits

ID Target

Build Relationship with this person

Identify hidden job

Set Objective

Demonstrate availability

Get 2 names

Choose Approach
- **Phone**
- **Email / Internet**
- **Face-to-Face**

Meet potential employer face-to-face

Get Industry information

Make Contact

Get Career information

Develop relationships that could lead to a recommendation

"Review my resume"

Follow-up

Set up a meeting

They become your advocate

Get Advice

Create a Weekly Networking Plan:

TASK	Mon.	Tue.	Wed.	Thur.	Fri.	Sat./Sun.
CONTACTS						
Telephone						
Internet						
In-Person						
MEETINGS						
Networking						
Professional						
Miscellaneous						
FOLLOW-UP						
New Contacts						
Past Contacts						
Referrals						

We are accountable to (love)....

...Ourselves
...Family
...Community
...GOD

We recognize the many talents we have and owe it to ourselves to make sure that they are put to use.

We recognize the support we get from family and the importance of fulfilling their trust.

We recognize all those who have helped us, and, especially those who have reached out through networking.

Why is it important to be accountable?

- To recognize that I cannot do it alone
- To recognize that my actions are the primary factor determining my success
- To more quickly realize the joy of victory
- To respond in gratitude for all the help I have received, including help from perfect strangers
- Turning over your anxiety to God and letting God help you
- Using the time to build your personal relationship with God

Why do you need and who is an appropriate Accountability Partner?

- ➢ Because we all need someone to talk to candidly

- ➢ We all need someone to give us candid answers

- ➢ Someone who can relate to your current situation

- ➢ Someone you trust, who is spiritually mature and available

- ➢ Someone you respect, you will listen to, who shares your values and is a personality match

How should I Work with an Accountability Partner?

➢Establish a regular schedule to check back (so it does not go too long without discussion)

➢ Provide sufficient information so you partner knows what you are really doing (or not doing)
- Share your daily tracking log

➢ Share your honest concerns and feelings
- But do not use them as a daily "shoulder to cry on"

Find an
Accountability Partner
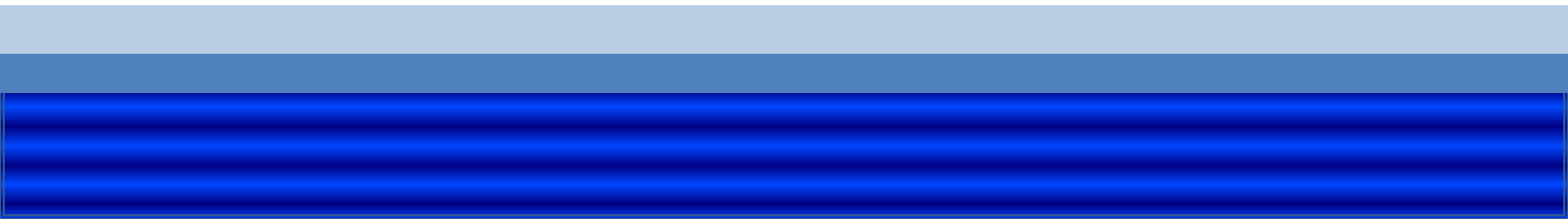
Questions?

Action Plan

1. List of targeted companies you want to contact …
2. Identify someone at, or someone who knows someone at, your targeted companies …

3. Contact individuals:

   - By Email / Internet

   - By Phone

   - Face-to-Face

4. Create a Weekly Networking Plan

5. Find an Accountability Partner

Get copies of this presentation & handouts at:

http://www.stannesealbeach.org/career-renewal-ministry/

https://groups.yahoo.com/neo/groups/careerrenewalministry

Networking Exercise/Workshop

- With what company(s) would you like to speak?

- Who knows someone at that company?

- Who knows someone who knows someone at that company?

- Who knows someone in that industry?

BREAK FOR WORKSHOP

▸ List of companies you want to contact:

1.   _____
2.   _____
3.   _____

▸ Use networking to identify persons who know someone at those companies or know some one who knows someone?

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▸ Use networking to identify persons who know someone in that industry?

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Break for Workshop

List and then contact at least 10 individuals by INTERNET:

1. _____ 6. _____
2. _____ 7. _____
3. _____ 8. _____
4. _____ 9. _____
5. _____ 10. _____

List and then contact at least 6 individuals by telephone:

1. _____ 4. _____
2. _____ 5. _____
3. _____ 6. _____

List and then contact at least 4 individuals In-Person:

1. _____ 3. _____
2. _____ 4. _____