



Building your Network

How to expand your circle of contacts.



What is networking?

Networking is just expanding your circle of contacts for the purpose of achieving more than you could on your own. By sharing information, experiences, and resources, recipients and contacts alike establish connections and build relationships for greater personal and professional advancement. Networking may lead to a referral, new business, or even a new job.

When networking..

- Determine your goals. Interact in a professional manner
- Listen. Give honest answers.
- Ask questions. The purpose is to learn and make contacts
- Ask for and give referrals- who do they know that could help you or give you advice?
- If you're shy, start with a friendly face and small talk
- Don't apologize. People attend functions to network, so it's not an imposition to ask
- Be conversational, be genuine

Rules of engagement

- Determine what you hope to achieve and whom you'd like to meet
- Arrive early; you'll have more time to make connections
- Turn off or silence your cell phone
- Wear your name tag on your right for easy visibility when shaking hands
- Make eye contact, smile, introduce yourself, and give a firm handshake
- Ask questions, show interest, and be positive, be friendly and don't criticize
- Talk less, less more; don't interrupt or monopolize the conversation
- Don't sell; instead focus on your goals and what you can do for others
- Be brief; make your 30 second elevator speech specific and interesting
- Carry business cards to exchange with others
- Be genuine, sincere, and respectful
- Follow up immediately on leads and new acquaintances

Source: College Central Network

Ways to Start Building Your Network



LinkedIn allows you to build your network and connect with alumni and employers. When you meet someone through work, at a job fair, or in any professional setting be sure to connect with them on LinkedIn to continue the conversation. Make sure your profile is updated and you are active.



The Office of Alumni Relations at Walsh develops, coordinates and promotes programs for alumni and students to keep them connected and involved with both Walsh University and one another. Contact the alumni office or the Career Center to begin making connections with alumni.



PROFESSIONAL ORGANIZATIONS



Professional organizations are a great place to meet industry experts, learn more about the field, and find opportunities to get you underway! Here are some examples of national association to help you find those organizations within your field of study:

Nursing

American Nurses Association
National League for Nursing
American Nursing Informatics Association

Accounting

American Association of Finance & Accounting
The Institute of Internal Auditors
Institute of Management Accountants

Finance

Association for Financial Professionals
Association of Financial Analysts
American Finance Association

Management

National Management Association
American Management Association
Institute of Management Consultants

Marketing

American Marketing Association
Business Marketing Association
Society for Marketing Professional Services

Legal Studies

National Lawyers Association
American Bar Association
Association of Prof. Responsibility Lawyers

Art History

Association of Art Historians
Association of Art Museum Curators
Art Libraries Society

Museum Studies

American Alliance of Museums
American Anthropological Association
Archives and Museums Informatics

Music

National Academy of Music
Drum Corps International
The Recording Academy

GFA + International Relations

Foreign Policy Association
American Political Science Association
International Political Science Association

History

American Historical Association
World History Association
Organization of American Historians

Philosophy

American Philosophical Association
American Philosophical Society
American Catholic Philosophical Association

Theology

Association of Practical Theology
Evangelical Theological Society
American Theological Library Association

Communication + Corporate Communication

American Communication Association
Association for Women in Communications
Public Relation Society of America

Digital Media

Digital Media Association
National Alliance for Media Arts and Culture
Internet Marketing Association

English

Academy of American Poets
American Literature Association
National Capital Language Resource Center

Graphic Design

American Institute of Graphic Arts
Graphic Artists Guild
Association of Registered Graphic Designers

PROFESSIONAL ORGANIZATIONS

Professional Writing

Professional Writers Association
Authors Coalition of America
Authors Guild

Foreign Language

American Classical League
American Council of the Teaching of Foreign Languages
Center for Applied Linguistics
Spanish/ Spanish for Healthcare
American Association of Teachers of Spanish & Portuguese
American Council of Teachers of Foreign Languages
American Translators Association

Biochemistry

American Society for Biochemistry and Molecular Biology
Biochemical Society
American Institute of Biological Sciences

Bioinformatics

International Society for Computational Biology
American Institute of Biological Sciences
Bioinformatics Organization

Biology

American Institute of Biological Sciences
American Society for Cell Biology
American Society for Microbiology

Chemistry

American Association for Clinical Chemistry
American Chemical Society
American Institute of Chemical Engineers
Clinical Laboratory Science
American Society for Clinical Laboratory Science
Association of Clinical Scientists
Association for Molecular Pathology

Computer Science

Association for Computing Machinery
American Association for Artificial Intelligence
Association for Women in Computing

Engineering

American Academy of Environmental Engineers
American Association of Engineering Societies
American Institute of Aeronautics and Astronautics

Environmental Science

Society for Conservation
Air & Waste Management Association
Solid Waste Association of North America

Mathematics

American Mathematical Society
American Statistical Association
Association For Women In Mathematics

Pre-Professional

American Medical Association
American Dental Association
American Physical Therapy Association

Exercise Science

American Academy of Kinesiology and Physical Education
American Alliance for Health, Physical Ed, Rec & Dance
American Acad. of Orthopedic Surgeons: Sports & Exercise

Pre- OT

National Board for Certification in Occupational Therapy
American Occupational Therapy Association
Ohio Occupational Therapy Association

Psychology

American Psychological Association
American Educational Research Association
Association for Psychological Science

Sociology

American Sociological Association
The Society for Applied Sociology
The Society for Social Research

Education

American Federation of Teachers
Association for Supervision and Curriculum Development
National Education Association



An informational interview is an informal conversation you can have with someone working in an area of interest to you. You can get firsthand, relevant information about the realities of working within a particular field and find out about career paths you did not know existed. You are initiating a professional relationship and expanding your network of contacts by completing an informational interview.

How to Set-Up an Informational Interview

1. Find a professional

- Google local companies and look at their staff/team page- find the professional in your dream position for 5-10 years from now
- Connect with the Career Center and contact the Alumni office to find professionals
- Use your own network- Its bigger than you think!

2. Make the Connection

Example Email to send:

Dear Ms./Mr./Dr. Smith,

My name is (your name) and I am currently a Junior psychology student at Walsh University. One of our assignments this semester is to reach out to professionals in my area of interest to learn more about the field and career paths related to where I want to be in 5-10 years. Your organization and position is of interest to me. Would you have 30 minutes in the next 2 weeks to have a call to discuss how you got to where you are?

**Sincerely,
(Name)**

**Junior, Psychology major
Walsh University
330-490-7380**

3. Prepare!

Do your homework! Research the organization and prepare your questions ahead of time.

- What is a typical day like in your position?
- What makes a resume impressive in your field?
- How would you recommend I stay up to date with what's happening in the field?
- What are employers looking for in this career (skills, education, experience)?
- Walk me through your career path and how you got to where you are.
- What advice would you give yourself if you were in my shoes?
- Who else should I talk to?

4. Conduct

5. Always Follow-Up!

Connect on LinkedIn

Exchange business cards

Send a thank you email or a handwritten thank you

Follow through with requests- if they ask you to send them your resume, send it!

Stay in touch

