

Networking

Social Settings

(business lunches/dinners, receptions, parties, etc.)

•Handshakes

- Always shake hands at the beginning and end of the conversation.
- A firm grip is best. Avoid being too relaxed, but do not over do it by squeezing too hard.
- If you get nervous easily, carry a tissue to wipe your hand.

•Parties

- Do not arrive later than 30 minutes after the start time on the invitation.
- Avoid drinking alcohol in front your co-workers, recruiters, clients, etc. You should never feel pressure to drink, but if you do choose to join others and you are 21, limit yourself to one drink.

•Introductions

- Name tags always are placed on your outer most piece of clothing on the right side. When shaking your hand, the other person will have direct sight of your name.
- If you forget 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.

Meetings

(interviews, informational, formal, project group, etc.)

•Before the meeting

- When planning a meeting give advance notice of the time, date, and location.
- When contacting the attendees be sure to include items to be discussed (agenda). If you are being invited to a meeting and are unclear contact the meeting planner.

•During a meeting

- Avoid interruptions of conversation, brainstorming or presentations if possible. Always apologize and wait for an appropriate time to interrupt.

•After the meeting

- Send a follow-up email or print out of the minutes from the meeting with action items and synopsis of what was covered.
- Thank all members for attending.

Always arrive 10 to 15 minutes early

- Prepare for the event prior to arrival in the lobby, car, or waiting area. Review meeting notes, company information, your resume, and other related materials.
- Introduce yourself and make eye contact. Notify someone of your arrival and ask where to wait.

Useful Conversation Topics

What do you like about your current job?

What are your career goals and interests?

Have you read any good books or magazines lately?

How do you spend your free time?

Have you seen any movies lately?

Do you like to travel?

Where have you traveled recently?

