NETWORKING BASICS

Are you performing your job-search exclusively with your computer? Research tells us that only about 20% of jobs are found in this way. The other 80% of jobs are filled through networking. Networking is simply making connections, performing informational interviews, and building relationships with people working in your field. It is crucial to a successful job search. Jumpstart your networking with these tips:

On-campus Networking

Job Fairs, Employer Tables, Presentations
- Check for these on the calendar of events on the Career Center website: careercenter.sjsu.edu.
- Prepare to meet with employers by reviewing the Career Center’s Job Fair Success material.

Student Associations and Clubs
- Research the groups relevant to your major and/or field and join one.
- Attend meetings and events to build up your network.
- Holding a leadership position in a student organization looks great on your resume!

Professors and Departments
- Talk with your professors, as they may be able to provide you with contacts and job leads.
- Many academic departments sponsor career-related events, so check frequently with your department’s office and bulletin boards.

SJSU Alumni Association
- Visit www.sjsualumni.com or call 408-924-6515
- Learn more about your industry by connecting with alumni via Facebook, LinkedIn and Twitter

Internships
- Even if you have graduated, it may not be too late for an internship.
- Review the Career Center’s award-winning material on internships:
  http://careercenter.sjsu.edu/students/experience/internships/internships.html

Off-Campus Networking

Start with people you know
- Make a list of everyone you know and dig deep: Family, friends, classmates, church groups, sports teams, former co-workers and supervisors, neighbors, doctors, dentists, other service-providers
- Pick up your phone and talk with all these people about your background, education, and what you are looking for: your goal is to get connected with people working in your field. You never know who will provide you with a connection or job lead.
Informational Interviews
- Conduct 15-20 minute in-person or phone interviews with professionals working in career fields of interest to learn more about their background, career, company, and industry. Ask a lot of questions to build rapport.
- You are not interviewing for a job, you are simply gathering information and establishing a relationship. This contact person could provide you with a lead for a job opening in the future.
- For more on informational interviewing, visit:
  www.careercenter.sjsu.edu/students/launch/networking/info_networking/info_networking.html

Job Fairs
- Check job sites, newspapers, etc. for information on upcoming job fairs. These events are great opportunities to meet employers and network with other job-hunters.

Online Networking
- LinkedIn is a great resource for developing your professional network.
- Facebook, MySpace, and Twitter can also be used in this way – just remember to keep comments and pictures tasteful.
- Yahoo and Google have groups covering a wide variety of job areas – join one or more. Often you can find jobs and contacts on these message boards.

Professional Associations
- Whatever your major or career interest, there is a professional organization out there you can join. A simple web search will help you find the appropriate group.
- Join and attend events: meetings, trade shows, conventions, and conferences. Meet as many people as you can! Also consider subscribing to a professional magazine or trade journal.

Volunteer
- Doing volunteer work within your field is a great way to sharpen your skills, keep up with current trends, and remain on the radar for potential job leads.
- Volunteer work of any kind – especially in a leadership role – looks great on your resume.

Temp Agencies and Recruiters
- Large temp agencies in the bay area: Adecco, Manpower, Kelly Services, AppleOne, Office Team, Nelson Staffing, Spherion, and Axon Temporaries.