Networking simply means talking to people; connecting with individuals with similar interests and developing new ideas and opportunities through professional associations.

**Goal:** to build relationships which will assist you in learning more about a career field/industry or employer, identify internships or entry-level job opportunities, and/or explore a graduate school program

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**Who can be a part of your network?**

**At Dartmouth** — Career Services, professors, student organizations, sororities, fraternities, advisors, peers, work supervisors, graduate advisors, deans, coaches, community directors, alumni(ae), etc.

**At Home** — Parents, high school teachers, guidance counselor, extended family, neighbors, your friend’s parents, your parent’s friends, etc.

**Beyond College and Home** — Look for ways to expand your network through the people you meet on a daily basis from the person who cuts your hair to the person you sit next to on the plane.

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**Networking: The Informational Interview**

**What is your goal for the informational interview?**

1.) Investigate occupations 2.) Create a strategy for a particular job search 3.) Investigate graduate school programs 4.) Create a strategy for applying to specific graduate school programs

**Keep your goal in mind.**

The questions that you ask will be determined by the nature of your goal.
SAMPLE QUESTIONS* to ask:

BACKGROUND/PRIOR EXPERIENCE:
- Please describe your career path up to your current position
- Where have you worked before and in what capacity? Would any of these employers be ones I could also contact?
- If the work you do was suddenly eliminated, what different kinds of work could you do?
- If you had to do it all over again as a college student, is there anything you would do differently?

PREPARATION:
- What kinds of experience are absolutely essential? How did you prepare yourself for this work?
- What are the top 3 or 4 skills necessary to succeed?
- Are there any credentials, educational degrees, licenses, etc required for entry into this field?
- What educational preparation do you feel would be best?
- What kinds of experiences (paid employment or otherwise) would you most strongly recommend?

CAREER EXPLORATION:
- Describe your typical work day / work week.
- What are the challenges you face?
- What do you find most rewarding about the work itself?
- What other types of professionals do you work with inside and outside your organization?

INTERNSHIP/JOB SEARCH INQUIRIES:
- What departments within your organization tend to hire (interns/entry-level) and how often?
- What opportunities exist for promotion?
- Are there opportunities to work abroad? If so, where and for how long?

HIRING DECISIONS:
- If you were to hire someone to work with you today, what are the most important factors in your hiring decision and why?

LIFESTYLE:
- How much flexibility do you have in terms of dress, work hours, vacation, places of residence, etc.
- What are the types of compensation in your work (i.e. bonuses, commissions, insurance, health benefits)?

GRAD & PROFESSIONAL SCHOOL INQUIRIES:
- How did you decide to attend graduate school and when to enroll?
- How did you decide on this particular program and institution versus other programs of similar caliber?
- What aspects of your undergraduate education prepared you fully for applying to this program?
- How would you describe the faculty advising and mentoring that was available?

REFERRAL TO OTHERS:
- Based on our conversation, what other people do you believe I should talk to who might be willing to speak with me? May I have your permission to use your name when I contact them?

*FOR MORE EXAMPLES OF QUESTIONS TO ASK VISIT THE CAREER SERVICES WEBSITE:
www.dartmouth.edu/~csrc

FOR MORE INFORMATION: make an appointment with an Advisor 603-646-2215