

Networking

For Jobs/Internships/Grad School

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Definition—Networking simply means talking to people. It is a “purposeful conversation” with a specific goal in mind.

Goal—to learn more about a career field/industry or employer, identify internships or entry-level job opportunities, and/or research a graduate school program to strategize your application.

Identify individuals in your network or people you would like to contact.



Talk with those individuals about realities/opportunities/strategies related to developing or advancing your career.



Make informed decisions based on the information you receive!

How do I begin?

Recognize Your Resources—Remember that every person you meet is a potential source of info.

Who Are 3 People/Organizations In Your Personal Network?

Who can be a part of your network?

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

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

Expand Your Network—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.

Networking Resources

Alumni Advisory Network

Searchable database in Career Services of over 13,000 alums who are willing to provide undergrads and other alums with career advice.

Alumni Affiliated Groups

<http://alumni.dartmouth.edu/groups/>

Dartmouth Asian Pacific American Association (DAPAAA)

Black Alumni of Dartmouth Association (BADA)

Dartmouth Gay, Lesbian, Bisexual, and Transgender Alumni/ae Association (DGALA)

Native American Alumni Association of Dartmouth (NAAAD)

Dartmouth Association of Latino Alumni (DALA)

Alumni Clubs

<http://alumni.dartmouth.edu/clubs/>

Locate Dartmouth clubs all over the world through Alumni Relations.

Dartmouth Alumni in Entertainment and Media Association (DAEMA)

<http://alum.dartmouthentertainment.org/>

DAEMA supports the network of Dartmouth Alumni in Motion Picture, Television, Theatre, Music, Film and News & Documentaries and maintains a directory with bios on current alums.

Dartmouth Alumni for Social Change

<http://www.alumsforsocialchange.org/>

Join Dartmouth Alumni interested in making the world a better place. This website is a communication portal and a place to find a job or a volunteer opportunity.

Dartmouth Entrepreneurial Network (The DEN)

<http://www.den.dartmouth.edu/>

Drawing on an extensive pool of expertise, the Network offers a wide range of services - from strategic advice, one-on-one mentoring and networking opportunities to infrastructure and office space.

Dartmouth Lawyers Association (DLA)

<http://www.dla.org>

The DLA provides a unique forum to develop and maintain contacts with a diverse group of about 1,700 individuals across 20 countries who share the dual bond of Dartmouth and the law.

Professional Associations

Become a student member of a professional association. Search the directory of

National Trade and Professional Associations of the United States available in the Career Services Resource Library.

Tuck Liaison Program

Browse a binder of resumes in Career Services of current Tuck Students who are willing to share career advice with Dartmouth undergrads.

Networking: The Informational Interview

What is your goal for conducting an 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.

BACKGROUND/PRIOR EXPERIENCE:

- How is your major related to your current work?
- What was your career path that led you to your current position?
- Where have you worked before and in what capacity? Would any of these employers be ones I could also contact? Do you have contact names I can use?
- If the work you do was suddenly eliminated, what different kinds of work do you feel that you could do?

PREPARATION:

- What kinds of prior experience are absolutely essential? How did you prepare yourself for this work?
- What credentials, educational degrees, licenses, etc. are required for entry into this field?

CAREER EXPLORATION:

- Describe how you occupy your time during a typical work week.
- What skills or talents are most essential for effectiveness in this job?
- What are the challenges you must deal with?
- What do you find most rewarding about the work itself?
- Are there any new trends in your profession/industry that will change the nature of the job or provide new opportunities?
- How rapidly is this career field growing? What about future prospects?
- What types of professionals do you work with, inside and outside your organization? (You may want more details about those related careers)

INTERNSHIP/JOB SEARCH INQUIRIES:

- How do people find out about these jobs? Are they advertised in the newspapers (which ones?), by word-of-mouth (who spreads the word?), by the Personnel Office/Human Resources Department?
- What departments within your organization tend to hire (interns/entry-level jobs) and how often? Is there room for promotion?
- What types of employers hire people in your line of work? Where are they located?
- How much do wages or salaries vary in your work by employer, region, or industry?
- Do many people in your line of work accept positions abroad? Where? For what type of opportunities (short-term or long-term)?

Networking: The Informational Interview Cont'd.

HIRING DECISIONS:

- If you were to hire someone to work with you today, which of the following factors would be most important in your hiring decision and why?

Educational credentials; Past work experiences; Personality and personal attributes; Specific skills and talents; Applicants knowledge of your organization, your department, your job; Other.

LIFE STYLE:

- What obligations does your work place upon you, outside of the ordinary work week? Do you enjoy these obligations?
- How much flexibility do you have in terms of dress, work hours, vacation schedule, place of residence, etc.?
- What are the types of compensation in your work (e.g. bonuses, commissions, insurance, health benefits)?
- What are your values and how do they relate to your work?

GRAD SCHOOL INQUIRIES:

- How did you decide to attend graduate school and when to attend graduate school?
- How did you decide on this particular program and institution?
- How competitive is the process of getting into the program you attended?
- How did you choose this program versus other programs of similar caliber?
- What key qualities did this institution look for in candidates?
- 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?
- Was there a “practicum” component to your program?
- What type of funding was available for graduate students?
- Was assistance available in seeking employment?

REFERRAL TO OTHERS:

- Based on our conversation today, what other people do you believe I should talk to who might be willing to see me? May I have permission to use your name when I call or contact them?

ADVICE TO ME:

- How well suited is my background for this type of work/graduate program?
- What educational preparation do you feel would be best?
- What kinds of experiences, paid employment or otherwise, would you most strongly recommend?
- If you had to do it all over again as a college graduate, what would you do differently?
- Can you recommend any trade journals that would give me greater insight into issues/ trends in the profession? What professional associations would you recommend I become a member in order to network?