

JOB SEARCH SAFARI

Workforce Boulder County



Networking fun

- WITHOUT LOOKING, pick out a name from the basket and we will tape it to your back.
- You can ask each person in the room 2 questions about who you are but you CANNOT ask “Who am I?”
- i.e. Am I a man or a woman? Am I dead or alive? Am I a movie star? Etc.
- Only answer questions you are asked. Try not to volunteer information.
- After you guess your famous person, you may sit down or continue helping.



Rule Reminder!!

The only question you cannot ask
is:
WHO AM I?



- Why do this exercise?
- What did I learn from this exercise?



Introductions

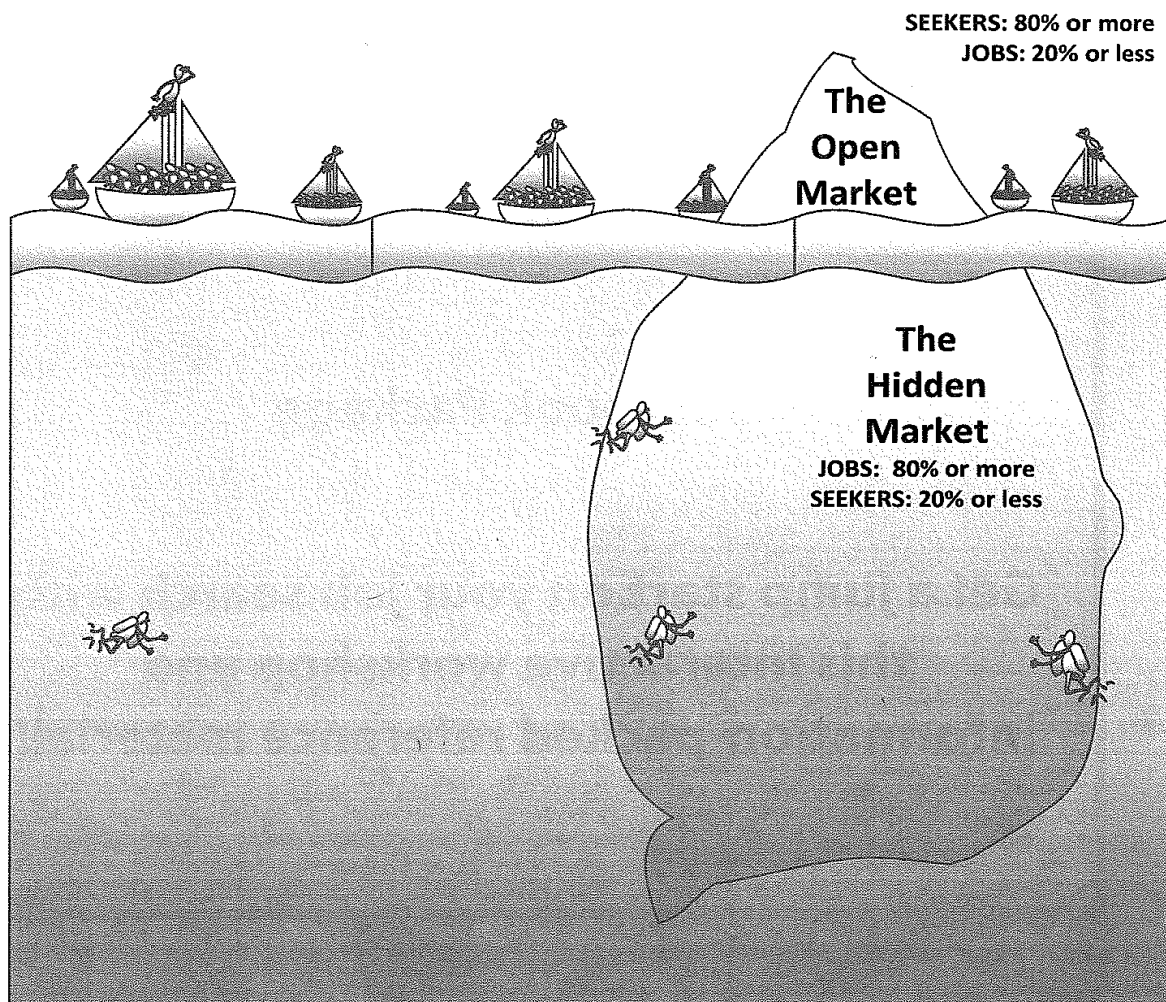
- Your name
- Your occupation
- Favorite thing to do in your free time
- While people are introducing themselves, listen carefully and ask yourself, “Do I know someone this person should connect with”? Please write it down and share that information with them on break.



Networking

- What is networking?





Source – Larimer County Workforce, 2011



Employers prefer to

- Hire within the company
- Get a referral from a current employee
- Ask a colleague
- Ask for a referral from someone they have worked with or done business with
- Hire someone they either know or someone who has been referred to them by a trusted source
- Your goal is to get referred to an employer by someone the employer trusts - *this improves your chances of getting an interview and the job*



What do I say when I'm networking?

It depends on what you want.



ARE YOU FOCUSED?



- How clear are you about the type of job you want, or the type of work you want to do?
- What are your skills and talents?

TARGET YOUR TALENTS AND SKILLS-FOCUS



Focused Networking Introductions

- If you had only 15-30 seconds to tell someone about yourself
 - Your name
 - What occupation you want
 - Your industry
 - Your specialties



Networking Introduction example

- Hi, I'm Lynn Hawkins. I am an Executive Assistant who is an expert at making my boss look good. I have extensive experience with spreadsheets, PowerPoint and Outlook. I've worked in Higher Education, the financial sector, and non-profit world and I'm open to new industries.



More examples

- Hi, I'm Frank Porter. I am a roofer looking for opportunities in the green building industry. I specialize in working with solar energy panel installation.
- Hi, I'm Jane Castro. I'm a program manager looking for opportunities in the medical device industry. I specialize in taking products from prototype to manufacturing.



More examples

- My name is Chris Johnson, and I'm currently looking for a job in youth services. I have a bachelor's degree in outdoor education where I gained a great deal of knowledge and experience working with youth. In addition, the last few years I have worked with nonprofit agencies where I have raised money, trained leaders, and organized units. I have raised over \$120,000 each of the last five years. I would like to do the same type of work with an agency focused on youth development.



More examples

- My name is Laura Wilson and I enjoy meeting new people and finding ways to help them have an uplifting experience. I have worked in a variety of office and retail settings. Currently I am volunteering at Boulder Manor and enjoy helping people feel better and am looking to transition into the healthcare field. I am dedicated, outgoing, and a team player.



More examples

- My name is Claire. I would enjoy working as a trainer. I energize people and make sure they are heard by engaging them in conversation and fostering dialogue, using examples and summaries. I have an innate ability to bring ideas to life by injecting energy and excitement.



Where do I want to work?

- What companies need my skills and talents?
- How far am I willing to commute?
- Where can I find out about jobs that aren't advertised?
- Where can I find a list of companies in my industry?



• Resources

- CO High Tech Directory
- CO Manufacturers Directory
- Book of Lists
- BizWest
- Directory of Nonprofits
- ReferenceUSA at your local library

Research on your own



With whom can I network?

- Everyone you know.
- Anyone who might know someone who can give you the information or contact you are looking for.
- It is from your casual acquaintances that you will most likely get your great tip!
 - Neighbors, relatives, hairdressers
 - Your phone contact list, people you worked with
 - People who know a lot of people
 - Lawyers, artists, plumbers
 - WfBC workshop participants



Where can I network?

- Anywhere and Anytime!
- Networking groups
- Social gatherings
- Professional associations
- [Meetup.com](https://www.meetup.com) groups
- LinkedIn
- Religious gatherings
- Alumni groups
- Volunteering



NETWORKING CARDS

RESUME: www.JoeNetworker.com

Joe Networker

Website Developer

Internet communications developer with heavy
Wordpress theme design experience

PHONE: (xxx) xxx-xxxx

EMAIL: joe@joenetworker.com



Carolina Chanis, BSc

MSc Candidate

Forest Products Biotechnology/Bioenergy

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E-mail:

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Blog: <http://like-a-honey-badger.blogspot.ca/>



Adrian Jackson

Bartender, hostess & server extraordinaire

Three years experience serving fine food and drinks
with a smile in San Francisco's favorite restaurants.
Polished appearance. Wine savvy. Great references.

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Available nights and weekends, and for catering and banquets.



JOHN PAGE, B.A., University of Waterloo

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CAREER FOCUS: Sales and Marketing

SUMMARY OF QUALIFICATIONS

- 2 years experience in product sales within telecommunications field
- Bachelor's degree in marketing and skilled in delivering quality customer and sales support
- Proven track record of maximizing sale revenues and meeting corporate objectives
- Solid planning, forecasting and communication skills (bilingual: French)



Networking goal

- Let everyone you know what it is you want – **Be Specific!**
 - what type of job you want
 - what type of industry you are targeting
- **Ask for a name**
 - names of people who work at your targeted companies
 - names of people working in your targeted industry



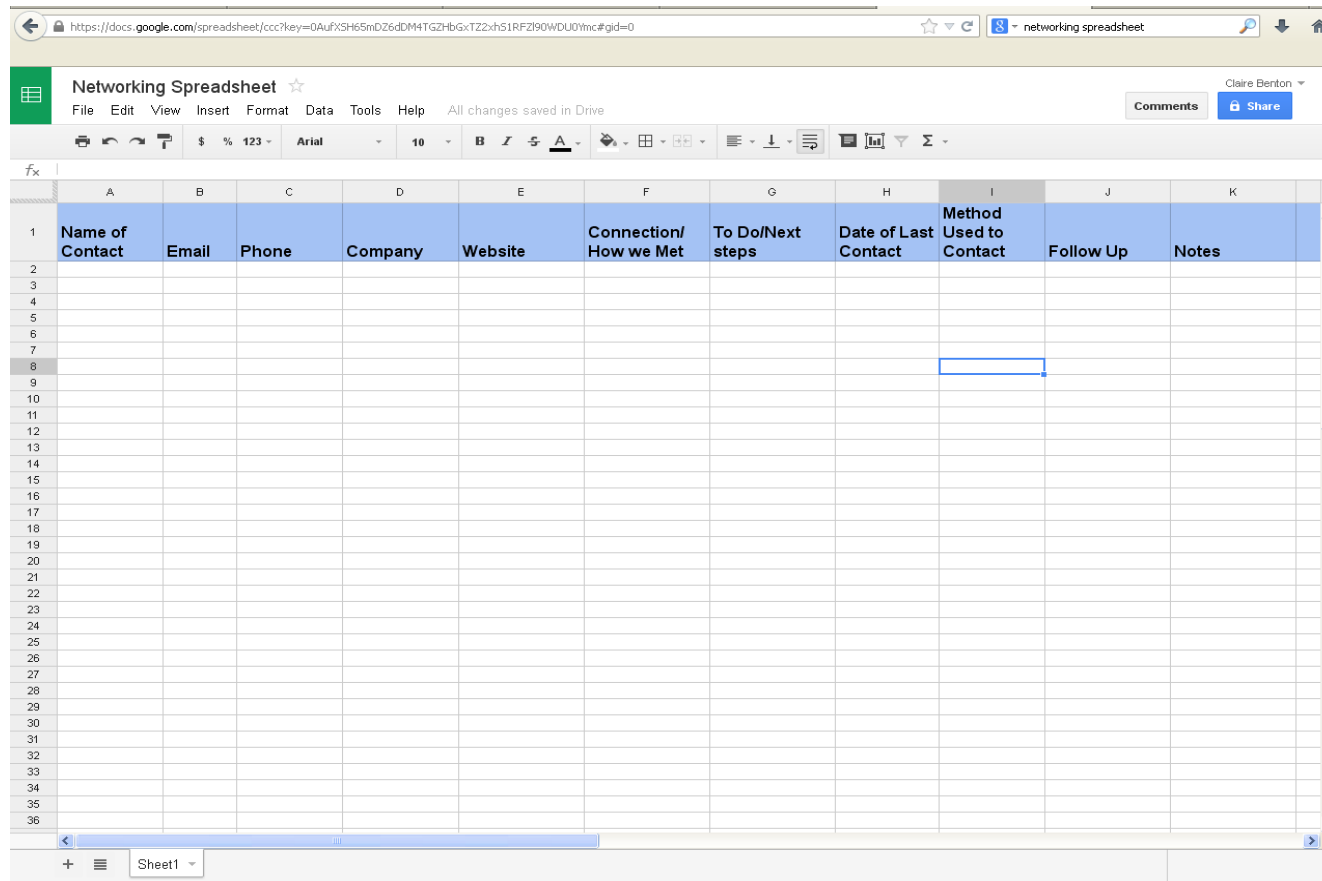
Networking Interviews



Follow Up



Keeping track



The screenshot shows a Google Spreadsheet interface. The title bar reads "Networking Spreadsheet" with a star icon. The menu bar includes File, Edit, View, Insert, Format, Data, Tools, and Help. The toolbar shows various icons for formatting and editing. The spreadsheet itself has columns labeled A through K. The first row (row 1) is the header row, with the following labels: "Name of Contact", "Email", "Phone", "Company", "Website", "Connection/How we Met", "To Do/Next steps", "Date of Last Contact", "Method Used to Contact", "Follow Up", and "Notes". The rows are numbered 1 through 36 on the left side. The bottom of the interface shows a tab labeled "Sheet1".

	A	B	C	D	E	F	G	H	I	J	K
1	Name of Contact	Email	Phone	Company	Website	Connection/How we Met	To Do/Next steps	Date of Last Contact	Method Used to Contact	Follow Up	Notes
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What Next???



Get away from the computer,
get out the door, and
meet with people!



Evaluations

