

# My Career Network

## *Making connections with people, places and things*

### What will networking do for me?

Getting to know the people, places and things connected to the field you want to work in may give you an “inside track”. You will learn more about the industry, the job, tips on how to get started in that field, and make connections with people who know the decision makers or may be the decision maker themselves.

Here is a list to keep track of your People, Places and Things:



## PEOPLE

**Name:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Do they have a website? If YES, what is it? \_\_\_\_\_

Notes: \_\_\_\_\_

**Name:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Do they have a website? If YES, what is it? \_\_\_\_\_

Notes: \_\_\_\_\_



## More PEOPLE...

**Name:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Do they have a website? If YES, what is it? \_\_\_\_\_

Notes: \_\_\_\_\_

**Name:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Do they have a website? If YES, what is it? \_\_\_\_\_

Notes: \_\_\_\_\_

**Name:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Do they have a website? If YES, what is it? \_\_\_\_\_

Notes: \_\_\_\_\_



## PLACES

**Name of Company/Organization:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

Notes: \_\_\_\_\_

**Name of Company/Organization:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

Notes: \_\_\_\_\_

**Name of Company/Organization:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

Notes: \_\_\_\_\_

Name of Company/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

Notes: \_\_\_\_\_



## THINGS

Websites:

I. \_\_\_\_\_

II. \_\_\_\_\_

III. \_\_\_\_\_

IV. \_\_\_\_\_

V. \_\_\_\_\_

# THINGS CONTINUED...

## Associations/Organizations:

- I. \_\_\_\_\_
- II. \_\_\_\_\_
- III. \_\_\_\_\_
- IV. \_\_\_\_\_
- V. \_\_\_\_\_

## Journals/Newspapers/Magazines:

- I. \_\_\_\_\_
- II. \_\_\_\_\_
- III. \_\_\_\_\_
- IV. \_\_\_\_\_
- V. \_\_\_\_\_

## Community Events/Volunteer Opportunities:

- I. \_\_\_\_\_
- II. \_\_\_\_\_
- III. \_\_\_\_\_
- IV. \_\_\_\_\_
- V. \_\_\_\_\_

## INFORMATIONAL INTERVIEW – A way to meet with the employers

A 10 to 15 minute interview with a person that is working in the field that interests you.

What can you gain from an informational interview?

- Information on a career, job, or industry that will assist you in making an informed career decision.
- A networking resource that may eventually lead to employment opportunities.
- An opportunity to practice your interviewing skills.
- A source of information regarding “hidden jobs” in your chosen field.

Here are some questions you can ask:

What is your job title?

How did you get into this field and your present position?

What do you like most about it?

What do you like least about it?

What is a typical day like on the job?

What are the duties and responsibilities?

What type of education is required?

What are the qualifications for an entry-level position?

Is any kind of specialized training required?

What are the working conditions like in this field? (indoors, outdoors, cubicle life, etc.)

Are job opportunities in this field increasing, decreasing, or remaining stable?

What is the economic outlook for this career?

What are the advancement opportunities and limits?

What is the usual range of pay for \_\_\_\_\_?  
(Occupation)

What are the advantages and disadvantages?

What three skills do you use most often?

What advice would you give a person considering \_\_\_\_\_?  
(Occupation)

Are there any other professionals in this field that you would recommend for additional informational interviews?

