CAREER NETWORKING
CAREER WORKSHOP

Alexander Howes, Careers Officer
U of T Faculty of Information, iSchool
Resume/Cover Letter/Portfolio
September 18, 4:15-5:45, room 417
September 22, 1-2:30, room 224/225

Know Your Personal Strengths & Skills
September 20, 4:15-5:45, room 417

Job Interviews
September 25, 4:30-6, room 224/225
September 27, 4:30-6, room 224/225

How to Network
September 26, 4:30-6, room 224/225
September 28, 4:15-5:45, room 224/225

Leveraging LinkedIn
September 29, 11-12, room 224/225
October 2, 4:30-5:30, room 224/225

Professional Communications
October 4, 12-1, room 116
October 5, 12-1, room 224/225

UXD Portfolio
October 4, 5:15-6:15, room 224/225
We’ll Talk About ...

- Discuss what networking is (and isn’t) and introduce strategies to make it easier
- Understand what makes networking challenging but important
- Reflect and prepare key things to share about yourself with others
- Make connections with people in this room
Why are you here?
What does it mean to network?

A supportive system of sharing information and services among individuals and groups having a common interest.

- Authentic connections
- Two-way interactions
- Thoughtful conversation

- Schmoozing
- Exploiting others for personal gain
- How to get a job
1 (terrifying)  
10 (can’t wait)
1. Learning new knowledge
2. Connections and mentors
3. Happenstance encounters
4. Practice, comfort and confidence
5. What else?
When?

- All the time
- While you are exploring careers
1. Identify your objectives

What are you looking for?

- A general overview of the opportunities available in an industry?
- Find out more about specific roles?
- Advice about the application process?
- Hoping to source some relevant work experience?

Who is able to provide it?
Start With Who You Know

- You
- Friends
- University
- Work
- Family
Where?

- Informational interviews
- Job shadowing
- Alumni events
- Networking events
- Job fairs
- Conferences
- Seminars
- Panels
- Informal events – parties, weddings
- Online – LinkedIn, social networks
Networking Process

Know Yourself

Find Your People

+ practice!
Networking Process

Know Yourself

- What questions do you hope to answer through networking?
- What information, knowledge, insight, or opinion can the other person offer you?
- What is most meaningful about your academic, personal, and professional experiences that you can share with others?
- What is your goal? Why is it important?
Networking Process

Know Yourself

- Elevator Pitches!
  - What are three relevant things about you that your contact would want to know?

- Consider sharing:
  - Education
  - Something you’ve done that demonstrates your skills, experience, or interest in this field (i.e. school, paid or unpaid employment, co-curricular activities, etc.)
  - Your job/career or goal
  - Your interest in their organization (based on your research)
Networking Process

Know Yourself

- Example:
  I’m in currently in the Masters of Information program at the University of Toronto with a concentration in Knowledge Management. My goal is to pursue a career in the financial industry to build on my experience in knowledge management from my co-op last year. I’m currently looking for advice on how to get into the field.
Networking Process

Find Your People

- Where have you made connections with people in the past?

- If you want to work somewhere, or have a career in mind, who might you connect with to learn more?

- How many different categories of connections can you think of? For example, students, professionals, alumni, etc.
Networking Process

Find Your People

- Unplanned Opportunities
- Places of Current Involvement (e.g. volunteer / co-curricular / work environments)
- Employment related events
- Online
- Informational Interviews
Networking Process – Preparing

- Career Path & Training
- Current Position and Responsibilities
- Career Advice
- Working Conditions
What do I ask?

Career Path and Training:

- How did you get into this field?
- What has your career path been like?
- What education did you have?
- Where do you see this field in 5 years?
- If you could do it all over again, would you choose the same path for yourself?
What do I ask?

Current Position and Responsibilities:

- What is your typical week life?
- What do you enjoy the most about your job?
- What skills have you found essential for success?
- Could you tell me about one main challenge of this position?
What do I ask?

Working Conditions:

- How many hours a week do you work?
- How much autonomy do you have at work?
- What kind of supervision did you have starting and what kind do you have now?
- How is your performance evaluated?
- What kind of professional development opportunities exist?
What do I ask?

Other:

- What advice do you wish you had while you were starting out?
- How would you recommend I try this line of work out?
- What other jobs or fields would you suggest I try out?
- Is there anyone else you think I should speak with?
Debrief…

- How did preparing key pieces of information impact your introduction?

- How might your introduction change depending on the event you’re at or the person you’re introducing yourself to?
Questions ?
Association Networking

Thursday, November 2\textsuperscript{nd}, 2017

5:00pm – 7:00pm

Inforum