

# Delta Gamma Well Aware

Encompasses eight dimensions: Social, Spiritual, Physical, Emotional, Vocational, Intellectual, Financial and Leadership Development

## Networking – What you Need to Know

(Click [here](#) to network with Delta Gammas around the world!)

Did you know that only about five to ten percent of all new jobs are posted in the classified ads or on the Internet? The majority of positions are filled by word of mouth, so whether you are looking for a new job or a career change, networking is essential. Networking can be done anywhere and at any time so always remember to smile and be friendly. You never know who you might strike up a conversation with on the train ride home, at a job fair or in a social setting.



### Women Starting Out – Networking Strategies

- Start building a network early on in your career. Joining professional organizations is a great way to begin, but you have to keep building and maintaining those relationships. Go to college alumni meetings, Delta Gamma alumnae meetings or even in-house training offered at your company. You should get to know your colleagues in the industry.
- Networking is relationship building, so when you meet someone, it is best to cultivate that relationship, even if you believe that the person can not do anything for you right now. You may be surprised by how they can impact your career down the road or vice-versa.
- While you are having a business meal, talk with the person next to you. The conversation should be personal first, but building on everyday things that create a commonality. Then you can get into, "What do you do?" and "What's your title?"
- Persistence is critical, but no means no. However, you should not perceive no as rejection; simply explore other opportunities.
- When you are making a proposal, tune into the nonverbal cues and get a sense of the other person. Build a relationship first, because the other person might feel as if you are taking advantage of them or the situation.



### General Networking Strategies

- **Prepare an "elevator speech."** Write a summary of what you want people to know about you that can be delivered in less than 30 seconds. Make it upbeat and succinct, including who you are, what you do and what you're looking for. You get only one chance to make a first impression so practice your elevator speech in front of a mirror and then on friends before taking it to a networking event. Remember to always come across as confident, even if you are feeling nervous.
- **Be a good listener.** Instead of asking someone for a job, listen to their advice. Most people are comfortable talking about themselves, so use this to your advantage by asking questions about their backgrounds and professional choices.
- **Valuable tools.** Keep an up-to-date resume and business cards with your contact information so you are easy to get in touch with. After you meet with new people and have gotten their contact information, call or email to tell them how much you enjoyed your meeting. This will keep you at the front of their minds.
- **Stick with it.** Networking can be a lot of work and the best networking produces contacts that will benefit you in the long-term. Do not become discouraged if the results are not as immediate as you expected. Instead, concentrate on new ways and places to network, remembering that the majority of jobs go unpublished, so you may hear of an exciting opportunity.
- **Use your existing ties.** Start by tapping existing contacts, including friends, family and ex-colleagues. Spread the word that you are job hunting and ask if anyone has a contact that might be able to offer advice. It is okay to ask every person you meet for two or three more referrals. ("Do you know anyone else who might be helpful for me to meet?" can be an effective question.)
- **Target trade groups.** Join a trade or industry group in your area, preferably one with a barrier to entry (at least a membership fee.) Consider volunteering on one of the group's committees to meet members.
- **Offer your experience.** Networking is a two-way street. If you have met with a recruiter you can always offer to introduce him to the smartest people you know in your industry. If you are a young job seeker with little experience, you may not be able to help a CEO land his next job but his daughter might be applying to colleges and want to hear your take on a school.
- **Follow through.** As Delta Gammas, we always know to write a proper thank-you note. Keep the other person abreast of how your meeting went with someone he or she referred you to and thank them for the time they have spent assisting you.
- **Shine in your position.** You need to stand out in your present job, which might mean taking on new projects and excelling at the ones you are working on now. Professional development activities are also good because they show that you are taking an extra step to separate yourself from the rest.
- **Set aside time.** Block off a few extra minutes every day to touch base with professional contacts. This makes networking manageable within your schedule but also ensures you are reaching out to maintain relationships.



## Networking in Social Situations

- **Get out there.** For the currently unemployed, do not let embarrassment about not having a job keep you from attending social events and networking. If people ask you what you do, simply tell them you are currently making a career move or change.
- **Limit your drinking.** Have at most one or two drinks over the course of an entire evening. You never want someone to view you as being great for a party, but not great as an employee. Also keep in mind that at office parties your bosses will be watching.
- **Dress appropriately.** You want to come across as professional, and revealing or tight clothing will portray just the opposite. Always keep it tasteful.
- **Mingle.** Do not spend the entire party talking with people you already know. By excluding or snubbing new people, you might miss out on some unexpected networking connections or even new friendships.

### Wellness Resources

Career Journal, The Wall Street Journal Executive Career Site, [www.careerjournal.com](http://www.careerjournal.com)  
Career Builder, [www.careerbuilder.com](http://www.careerbuilder.com)

Please reference for additional information. If you click on either of these links for more information, you will enter a non-Delta Gamma supported Web site. The material on the third party site is not endorsed by Delta Gamma nor does Delta Gamma verify the accuracy of the material. Please observe that you are entering another site that is solely provided as a vehicle to find additional information on a topic. Delta Gamma does not endorse any commercial products that may be advertised or sold on these sites.

---

For presentation ideas and additional information on wellness topics visit [http://www.deltagamma.org/personal\\_growth.shtml](http://www.deltagamma.org/personal_growth.shtml). If you have any questions, suggestions, or comments, please e-mail [wellaware@deltagamma.org](mailto:wellaware@deltagamma.org). Wellness e-mails can be accessed online at [http://www.deltagamma.org/wellness\\_emails.shtml](http://www.deltagamma.org/wellness_emails.shtml)

**The information in this e-mail should not be considered complete or be used in place of a call or visit to a professional. The information is not intended as professional advice.**

The views and opinions of the authors and contributors expressed in this wellness e-mail do not necessarily state or reflect those of the Delta Gamma Foundation or Fraternity, and they may not be used for advertising or endorsement purposes.

 Brought to you by the Delta Gamma Foundation 