

Building Your Network

Picture yourself like a spider in a web trying to catch a job; the bigger your web, the better your chances. Each person on your list is a strand in your web. These people can also be used as references on your applications and for help with backup transportation and childcare.

Step 1: Making Your List

Use the back of this sheet to list the names of the people you know for each category the worksheet facilitator highlights. Use names as often as possible. It doesn't matter how well you know the person – you don't need to know their last name or their phone number. Maybe you only know their nickname and don't even know where they live. Just fill in as many names as possible.

Step 2: Activate Your Network

★ Put a star next to people you know well and are employed.

★ ★ Put another star next to the names that appear more than once.

★ ★ ★ Talk to these people, especially the ones you've starred more than once!

You have 4 goals:

- a. To find out about job leads
- b. To learn more names to add to your list
- c. To get advice
- d. To get your name out there (advertise yourself)

Step 3: Contact Your Network and “Telemarket” Yourself

Ask 3 Questions and Make One Request:

“Do you know of any openings for a person with my qualifications?”

IF NO...ask: *“Do you know of someone else who might know of any job openings?”*

IF NO...ask: *“Do you know someone who knows a lot of people?”*

IF NO...ask: *Well, please keep me in mind if you hear of anything.”*

Step 4: Follow Up On Your Network Contacts

1. Keep a list of who to call or see.
2. Keep a record of who you have contacted.
3. Send a thank-you note to your contacts with your resume.