



Networking Cheatsheet for Students

What is networking?

- Networking is simply "talking to people." (JobStar)
- Networking is the cultivation of productive relationships for employment or business. (MerriamWebster)

In short, it's all about **connecting and learning about others, in a professional context.** You do this every day with your "personal networks." You can use the same skills you already have in building relationships with friends and family in a professional context.

Networking Basics: Do's & Don'ts

DO

- **Relax!** They are there because they WANT to connect with you
- **Introduce yourself** and share your career interests, area of study
- **Ask questions**
- **Thank** them for their time
- **Ask** if you can follow-up (if appropriate)

DON'T

- **Ask for a job or internship** (*you can ask for advice or about how they got their current role*)
- **Talk the whole time** (*ask questions and let them talk!*)
- Ask to **follow up with every person** (*only follow-up if you have a genuine connection or reason to stay in touch*)

How do I introduce myself?

- **Share your name:**
 - "Hi, my name is ..."
- **What you are studying or hope to study (if you know)**
 - "I am in the ... program at Seattle Central"
 - "I am currently exploring my interests and options through completing general ed requirements at Central, and plan to transfer to get a bachelor's degree."
- **If you'd like, share one or two other quick things you want them to know:**
 - "I wanted to come to this networking event because..."
 - "When I graduate from Seattle Central, I hope to..."
 - "I am interested in ..."

Now ask your questions. Here are some suggestions:

- How did you get interested in your field?
- How did you decide what to study in college?
- How did you decide what you wanted to do?
- What helped you land your first job?
- What are the most important skills to have in your field? What are employers looking for?
- What advice can you provide about applying for jobs? Interviewing?
- How did you begin your career? What is your educational and professional background?
- How do most people get into this field? What are some common career paths?
- If you could do it all again, would you choose the same path? If not, what would you change?
- What is the most important leadership lesson you have learned, and how is it valuable?
- What advice would you give someone who is considering this type of job (or field)? What do you recommend I do to learn more about?
- How do you balance work and personal life?
- What is your workplace culture like with racial equity (and/or any issue important to you)?
- What is the key to your success?