



NETWORKING ETIQUETTE

- Dress appropriately. (Jacket and tie for men, suit or skirt for women)
- Take a folder with the following:
 - list of questions
 - information you have already gathered
 - draft copy of your resume and/or business card
 - paper and pen
- Arrive ahead of the scheduled meeting time (10 minutes is preferred).
- Introduce yourself and establish a rapport — make one or two comments to break the ice. Thank the person for his/her time and state that 10-15 minutes is all you expect.
- Re-state the purpose of the meeting — information, advice, no expectation of a job.
- Describe your background, experience, skills, interests, and objective.
- Bring the person up to date on your research so far — concisely, so the new information will be added.
- Ask permission to ask the questions you have prepared and take notes. Ask for suggestions for other areas to be explored.
- Be aware of time and take responsibility to stay within the time frame you requested (10-15 minutes).
- Ask for referrals to other people in specific occupations and in the other areas suggested; ask about their background. (Ask permission to use your contact's name as a referral).
- Thank the person and show your appreciation. Arrange to stay in touch with an update on your progress, either by another meeting, a holiday card, a note, etc.
- Send a thank you letter — make reference to one point of interest from your discussion and inform him/her of your next step.

REMEMBER — You are in control! You are the interviewer, not the interviewee.

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