

# Face to Face Networking

## Where can you network face to face?

- Friends and family
- Colleagues, supervisors and managers
- Clubs and societies
- Academic staff
- Alumni
- Careers Fairs
- Industry events
- Taking opportunities as they arise, be prepared to think on your feet

## Creating a connection face to face – what questions can you ask?

- Tell me about...
- What does your work involve?
- How long have you been doing this kind of work?
- How many people work for your company?
- How did you come to be doing this kind of work?
- How much do you enjoy doing what you do?

## Top tips for networking face to face

- Understand what you want to gain from the conversation/interaction, that might be information about a specific career, someone else's experience in a certain sector or if there are upcoming opportunities.
- Start as you mean to go on – open body language and smile!
- Open questions and active listening – remember how can you help the person you're talking to go away feeling positive.
- Remember to follow up, wherever you can.
- Think about developing a 30-second elevator pitch to articulate your personal brand, your mission statement or your experience.

## What is an elevator pitch?

This is a brief way of introducing yourself, a project or an idea, lasting no more than 30 seconds.

## What to include:

- Who you are
- What do you do
- Why do you do it
- What do you want
- How does this relate to the person you're talking to



## What is an information interview?

This is a one-to-one meeting with someone who has a role or career in which you're interested. In-person, online or by telephone, an opportunity to find out more information about a specific career or organisation.

## How to secure an information interview?

- Be specific about the people you want to speak with.
- Contact by telephone or email, including a CV and cover letter (tailored to the industry you are exploring).
- If you don't receive a response to your initial email, follow up with a telephone call a few days later.

## Top tips

- Keep the interview brief.
- Do your research so you are prepared.
- Remember, this is an information interview, you are not asking for work experience!

## Next steps following the interview

- Follow up by writing and thanking them for their time.
- Keep in touch with them, this will help to develop these networking relationships.

