The Guide for
Effective Job Networking

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Valuable Job Networking Tips

Tip 1	Approach job networking with a positive mindset. It is a natural part of life, just like making friends. Your mindset should be about **connecting & engaging** and not "what can I get out of this person".
Tip 2	Successful job networking requires **a plan and a process**. You need to create job networking goals and then have a process to follow up & engage connections.
Tip 3	**Mine your contacts** and "reach out" to those who can help your search.
Tip 4	Speak with your **"Top 6"** in your networking circle about your job search, tell them what is going on, what you are looking for, any advice they may have and any leads.
Tip 5	Mine your "Top 6" LinkedIn contacts and **ask for introductions** if there is someone who you wish to speak too.
Tip 6	Make sure your LinkedIn **profile is up to date** and represents you in your best light.
Tip 7	Show gratitude to those you meet with, those who offer advice, those refer you to others. A simple **"Thank You"** message is fine. A **"Thank You" card** makes you memorable. Which would you prefer to be?

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What your **Top 6** Should Look Like ...

Below is a list of the TYPE of people you should have in the top 6 of your network.

The Leader
Are the people in your network who have high levels of influence & status within a business or industry. These are the people who know "who is who", "what is going on" and "what is coming". These are the people who hear about the hidden job opportunities and whose recommendations are sought after by others trying to fill positions. These people often say, "There are some opportunities coming up at ....."

The Listener
These are the people in your network who listen but don't judge, who listen and only advise if asked. This is the person who allows you to speak out loud so you can hear yourself think, express how you are feeling so you can have a "light bulb" moment. This is the person who helps you express all your negativity so you can refocus and move forward. These people often say, "Hey what's up, do you want to talk about it?"

The Connector
These people know everyone, everywhere. The Connectors' worlds revolve around relationships, and they love connecting their networks. They are natural collaborators who willingly use their network to achieve goals. Whether it be their goals or the goals of their trusted network. These people often say "Actually, you should speak with......... I'll introduce you."

The Innovator
Also known as the out-of-the-box thinker. Innovators encourage you to see things from different angles. They see things about you that you have never recognised. They see your skills, knowledge & experience and apply it to a job that you would never have thought about. An Innovator might say something like, "I know you see yourself as a sales professional but have thought of becoming a teacher because ...."

The Realist
Is the opposite to the innovator as they will challenge your ideas and keep you grounded. They will focus on the process for achieving your goal and hold you to it. Whereas the innovator provides you with many possible options, the realist will balance you by challenging you to be realistic, focusing on process and pushing you when you don't achieve. The realist would say, "Do a teaching degree at your age, that is a big pay cut, what will you do to pay your bills?"

The Coach
The professional career coach helps you identify your goals, your strengths, they help you articulate your next career move. Having a coach in your corner gives you clarity, knowledge and support. They can support you with job networking, CV writing, your LI Profile and preparing for job interviews.

These are the 6 "types' in your network that will springboard you into effective job networking to help you find next job roles.

My **Top 6** Job Networking Grid

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The purpose of this activity is to identify three connections that can play each role to support you in your job networking. This is a very personal document and it should never be shared.

Instructions for using the grid:

> Scan your connections and identify the people who are your 1st, 2nd & 3rd preferences to play each role & add their names in the correct column.

> In the descriptor columns add the following information:

  - **Who** are they ;

  - **What** is their "value";

  - **How** can they help you with your job search.

Role	Name of 1st Preference	Description	Name of 2nd Preference	Description	Name of 3rd Preference	Description
My "Leader"		Who: Where: How:		Who: Where: How:		Who: Where: How:
My "Listener"		Who: Where: How:		Who: Where: How:		Who: Where: How:
My "Connector"		Who: Where: How:		Who: Where: How:		Who: Where: How:
My "Innovator"		Who: Where: How:		Who: Where: How:		Who: Where: How:
My "Realist"		Who: Where: How:		Who: Where: How:		Who: Where: How:
My "Coach"		Who: Where: How:		Who: Where: How:		Who: Where: How:

Effective Job Networking

Many people approach job networking the wrong way. Their attempts at job networking and finding a role in the "hidden job market" are ineffective and a waste their time. The reason most people are not doing job networking effectively is that they lack:

> Clarity of the role you are seeking.

> A "story" as to why you want a particular role and what you offer to a prospective employer.

> Understanding of their strengths, skills, experience and success stories that make them a good person to have on a team.

> Clear, measurable goal(s) for each job networking meeting.

> Consistent system to capture information and leads.

> A process for following up your network regularly and consistently.

> Gratitude or don't show gratitude after networking with people.

The outcome is that they don't get the referrals and recommendations from their network to the "hidden" jobs that will help them find their next role more quickly.

Setting Your Job Networking Goal

You need to be clear about the goal or outcome you want to achieve from **each networking meeting**.

Below are some examples of goals that you can set for yourself when networking with your "Top 6" network members and when speaking to anyone these people refer you onto.

Examples of goals when networking with your "**Leader**" type are to:

> Uncover upcoming trends or changes in a particular industry.

> Find out if you have the skills for a particular role.

> Find out the best role for you within a particular industry.

Examples of goals when networking with your "**Listener**" type are to:

> Share a new idea or approach.

> Debrief or ask for considered feedback.

> Vent and get your frustrations "off your chest".

Examples of goals when networking with your "**Connector**" type are to:

> Find out who in their network can help you find your next role.

> Request introductions to people in their network who can help.

Examples of goals when networking with your "**Innovator**" type are to:

> Explore roles / industries you hadn't previously considered.

> Work out where your skills & experience could be used (opportunities that you can't see for yourself).

Examples of goals when networking with your "**Realist**" type are to:

> Work out what are real opportunities and what are less achievable.

> Find out a good process to follow (realists generally are good process people).

> Identify advantages and pitfalls of the role you are seeking.

Examples of goals when networking with your "**Coach**" type are to:

> Create a powerful LinkedIn profile.

> Review job applications and CVs.

> Develop your interview skills to excel in the interview.

Your **Job Networking** Checklist

Is my LinkedIn profile up to date? 👍 👎

Does my LinkedIn profile look professional? 👍 👎

Does my LinkedIn profile clearly highlight my skills, work experience and value to an employer? 👍 👎

I have completed the Job Networking Grid 👍 👎

My goal for this job networking opportunity is

I am very clear about the information I want from this job networking opportunity. 👍 👎

I have with me:
> Business cards or personal "calling" cards 👍 👎
> My CV 👍 👎
> Cash / card to pay for coffee / food 👍 👎
> Pen & notepad 👍 👎