Networking

CSU East Bay, Academic Advising and Career Education: Connecting Curriculum and Career

**Conversation Tips**

- **Start your conversation** with your “Career Pitch” by preparing a 30-60 second introduction, including the following:
  - Who are you? (Name, Major, Year in School)
  - What is your career focus? Why?
  - What are your strengths relative to this objective? What in your background will help you be successful in this field or role?
  - In addition to your coursework, in what other ways have you prepared yourself for your new career?

- **Ask questions** about their background or about the work that they do such as:
  - What do you enjoy most about profession X?
  - How did you become interested in profession X?
  - What do you think are some of the biggest challenges working in X?
  - What advice would you give someone just starting in X?
  - What are some of the most significant changes you have seen in X since you started?

- **Close your conversation gracefully**:
  - I’ve enjoyed our conversation. I’m going to circulate and meet some of the other representatives.
  - Thank you very much for speaking with me today, may I have your contact information in case I have any further questions?
  - I would love to talk further with you about Y; do you have any time later this week to talk by phone?
  - I wish I had more time to speak with you about Y; could I follow up with you next week? What is a good time/day to reach you?

**Top Ten Networking Behaviors – Your First Impression Counts**

- Prepare topics to discuss that cover a range of business and non-business areas
- Initiate conversations in a variety of ways
- Ask open-ended questions to learn more about others
- Use open body language – smile, maintain good eye contact, nod
- Avoid using filler words, like “um, uh, ya know, like, etc.”
- Balance your “airtime” with the other person’s
- Include everyone in your group in the conversation when possible
- Look for signs that the other person is ready to conclude the conversation
- Look for ways to stay in touch, indicating when and how you plan to follow up
- Be yourself – let your natural personality come through in your interactions

This document is available in alternative formats (large print, Braille, audio tape, etc.). Please contact AACE to submit your request.

**CALIFORNIA STATE UNIVERSITY, EAST BAY**

**HAYWARD HILLS CAMPUS**
25800 Carlos Bee Blvd.
Warren Hall 509
Hayward, CA 94542
510.885.3621

**CONCORD CAMPUS**
4700 Ygnacio Valley Rd.
Academic Services Bldg. 12
Concord, CA 94521
925.602.6712
Email: aace@csueastbay.edu