



GROUPE / GROUP

Atlantic Human Services Inc.
Services humains de l'Atlantique Inc.

NETWORKING

*You can take a direct approach and ask for job leads or try a less formal approach and ask for information and advice.

*Networking should be a mutually beneficial relationship, whenever possible.

*Before the meeting, prepare any important questions you might have.

*You are in a RECIPROCAL relationship: listen to the answers of the other party!

*The way you present your objective makes or breaks your initiative. Do not introduce yourself by saying: "I'm looking for work". Instead, create interest through a common acquaintance or hobby, or information you think they might find interesting.

*Email is a perfectly acceptable way to network as well. Keep your message brief and to the point and be sure to check your spelling, grammar, and punctuation.

***BE PREPARED!!!**

* Keep your business relationship alive! Plan your next meeting.

*Use a friendly but professional approach and presentation.

*Don't forget to conclude and sum up your discussion and thank the other party.

*Don't be afraid to impose or solicit help. If asked, most people love doing favours for others!

*Don't get discouraged if you don't get immediate results. Networking is a long term activity.

➤ **DON'T FORGET: 70-80% OF EMPLOYMENT OPPORTUNITIES AREN'T POSTED, WHICH IS WHY NETWORKING IS KEY!!!**