

networking

Overview

There are many rules for etiquette. The perceptions people have about you can be influenced by your behavior. Familiarity with the rules will help you stand out and make you comfortable in any situation. Proper professional etiquette will provide confidence, leadership, and admiration by peers, recruiters, supervisors, or mentors.

People

(recruiters, interviewers, superiors, subordinates, peers, and clients)

•Talk and visit with people

-If you are standing alone you may be perceived as quiet and look like you are clueless.

•Always arrive 10 to 15 minutes early

-Prepare for the event prior to arrival in the lobby, car, or waiting area. Review meeting notes, company information, your resume, and other related materials.

-Introduce yourself and make eye contact. Notify someone of your arrival and ask where to wait.

Social Settings

(business lunches/dinners, receptions, parties)

•Handshakes

- Always shake another person's hand at the beginning and end of the conversation or meeting.
- A firm grip with your clean, right hand is the best. Avoid being too relaxed, but do not over do it by squeezing too hard.
- If you get nervous easily, carry a tissue to wipe your hand.
- A handshake is a very simple gesture, but it can be a determining factor showing confidence when meeting someone for the first time or making a good impression at an interview.

•Parties

- Do not arrive later than 30 minutes after the start time on the invitation.
- Avoid drinking alcohol in front your co-workers, recruiters, clients, etc. You should never feel pressure to drink, but if you do choose to join others and you are 21, limit yourself to one drink.

•Introductions

- Name tags always are placed on your sweater, jacket, or outer most piece of clothing on the right side. When shaking your hand, the other person will have direct sight of your name.
- If you forget someone's name, you can sometimes "cover" by introducing a person you do know first; maybe the other person will say their name. Otherwise, apologize and ask politely, before introducing the person to someone else.

•Appreciation/ credit

- Always pass along credit and compliments to everyone.
- Remember, treat everyone the way you want to be treated- even in a professional situation. If you can't say something nice, don't say it at all.

Meetings

(interviews, informational, formal, project group)

•Before the meeting

- When planning a meeting give advance notice of the time, date, and location.
- When contacting the attendees be sure to include the hours, location, and items to be discussed (agenda). If you are being invited to a meeting and are unclear contact the meeting planner.

•During a meeting

- Avoid interruptions of conversation, brainstorming or presentations if possible. Always apologize and wait for an appropriate time to interrupt.

•After the meeting

- Send a follow up email or print out of the minutes from the meeting with action items and synopsis of what was covered.
- Thank all members for attending.

Useful Conversation Topics

- (if currently working) What do you like about your current job?
- (if not currently working) What are your career goals and interests?
- Have you read any good books or magazines lately?
- How do you spend your free time?
- Have you seen any movies lately?
- Do you like to travel? Where have you traveled recently?

Always carry business cards or a copy of your resume when appropriate.



It is important to be prepared!

