

Howard Community College Job Search Club
Counseling and Career Services, RCF 302
410 772 4840

Day 4 – October 23, 2009 –*Networking for contacts*

1. Open forum
 - a. Positives/successes of the past week
 - b. Barriers/challenges of the past week
 - c. Review concepts covered so far and ask for questions – web address for previous week’s activities is at www.howardcc.edu/career - follow links under “Job search services” to “Job Club”

 2. Networking
 - a. Introduce and discuss networking as the most effective method of finding jobs (PowerPoint and show videos if able)
 - 1) Cold calling employers
 - 2) Informational Interviewing
 - b. Members completed networking contact sheet. Ask each member to take about 15 minutes and list people they know in each category on the contact sheet
 - c. Brainstorm other groups/associations where members can meet people
 - 1) Groups like neighborhood associations or church groups provide powerful networking opportunities and potential contacts
 - 2) What other ready-made networks can you think of?
 - 3) What associations or groups might be useful for you to join?
 - d. Role play/practice
 1. Get a volunteer from audience or the two co-leaders role play in front of larger group making cold-calls to employers (use PowerPoint or handout as a guide/example)
 2. Members write out a sample script they would use as a guide for calling employers, using their commercial they wrote on day 2, and the following
 - a. Your name (“Hello, my name is...”)
 - b. How you found/got their name (from the company’s web page, referred by someone)
 - c. Your job objective/ten-second sound bite
 - d. Your commercial (strengths, skills, experience, education and training, and accomplishments)
 - e. Closing the deal - “When could we meet?”

 3. Homework
 - a. Write and send an e-mail to your network contacts explaining that you are looking for work and asking for their help.
 - 1) Explain what kinds of skills you have and what kind of job you’re looking for.
 - 2) Ask for two referrals to people they know who might be able to give you work.
 - 3) Then write a sample thank-you note you could send to somebody who provides you with referrals.
 - 4) Keep a list of all the referrals you’ve gotten, when you contacted them, and what you need to do next. Be sure to update this list whenever you add to your network.
- Members cold-call all at least one employer