



Conducting a Networking Meeting

Build Rapport (30 seconds–1 minute)

Pleasant greetings, handshakes and business card exchange should be accompanied by a very brief conversation aimed at breaking the ice.

“I appreciate your taking the time to meet me. I understand that (refer to a point of common interest or the person who introduced you) _____

“I asked for only 15 minutes of your time, and I want to stick to that, so let me get right to the point.”

Capsule Profile and Strengths (2 minutes)

The capsule profile (or elevator speech) should give the contact a “snapshot” of who you are, what your main strengths and interests are and what you are targeting professionally. When referring to your experience, briefly relate a key accomplishment or a transferable skills acquired.

“If I may, I’ll give you a quick overview of my background and career interests as a means of explaining why I wanted to meet with you. I’m a MBA student, specializing in ____ . My previous experience include _____ in the _____ industry, as a _____.

My responsibilities included _____. Prior to that (or in conjunction with that) I worked/volunteered at _____ in the role of _____. During my time at university and during my work/volunteer experiences, I have come to realize I have a genuine interest in _____.”

Mention 3-4 skills or aptitudes that make you good at school and your work. Be specific and give the listener a short example of what you mean. Mention something unique about you that allows you to be successful.

E.g. “I am client focused, meaning that I listen carefully to understand the client’s needs and strive to exceed expectations in order to build strong relationships.”

Strength _____ Example _____

Strength _____ Example _____

Strength _____ Example _____

Strength _____ Example _____

What You Are Looking For (30 seconds)

“Ideally, I would like to begin building experience in the _____ industry by either acquiring a part time/summer position as a _____.” Another option would be for me to begin the _____ certification to better position me for entry to this field.

What You Are Doing about It (1–2 minutes)

“What I’ve done so far to prepare is (mention courses taken, research, networking activities, and interviews) _____ and _____.”

“As a successful _____, I wanted to meet with you to get your opinion and advice on pursuing a career in this field.”

Three to Four “Over-to-You” Questions (10 minutes)

“I understand that (lead into your questions by mentioning the referring person or something from your research) _____ and (ask your most pressing “over-to-you” question). Sample questions?

- How did you become interested in your line of work
- How would you describe a typical work day
- What do you look for in new hires (abilities and aptitudes)
- Other than your education or training experience, what did you find most helpful in advancing your career
- What is the future job outlook in your field
- What previous work experience prepared you for this position
- What advice would you give to someone planning to enter into this field

(At this point listen and watch the time. Ask your subsequent questions only if time allows.) _____

_____ ?”

Optional: Ask for Feedback on Your Plans (1–2 minutes)

“How plausible do you think _____ is?”

“How would you suggest that I approach?” _____

“Is there anything else you think I should keep in mind?” _____

_____”

Ask for Additional Referrals

Who else do you think I should be talking to?” “Please tell me more about them.”

“Would it be appropriate for me to mention your name when I call?”

Closing

“I’ll stay in touch and let you know how things go. You’ve been tremendously helpful, and again, I appreciate the time you’ve given me.”