

NETWORKING EVENT BASICS

KENYON COLLEGE CAREER DEVELOPMENT OFFICE

BEFORE

Research Attendees



Know Yourself

List your academic pursuits, potential career paths, skills, achievements, campus activities, passions, and interests

Identify Goals



DURING

Introduce Yourself



Don't be shy!

Engage



Smile, stay positive, and be an active and attentive listener

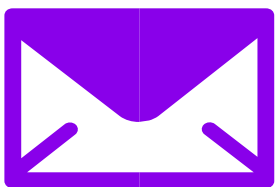
Ask Questions



Examples to get you started are on the back of this sheet

AFTER

Send a Thank You



Follow Through

Connect on LinkedIn, send your résumé, or anything else you said you would do within 24-48 hours

Keep in Touch



Networking Event Basics

Research Attendees. If a list of registrants is available beforehand, identify attendees who are working in fields or for employers of interest, and make sure that you find a way to approach them at the event. Research their field, employer, or industry to inform your questions and guide conversation.

Spruce Up Your LinkedIn and KCN Profiles. It's not a bad idea to ensure your LinkedIn and [Kenyon Career Network](#) (KCN) profiles are up to date beforehand. You don't want to delay prompt outreach after the event because you're starting your profiles from scratch—and you don't want any new contact looking at your profile to see an unfinished product!

Know Yourself. Be ready to share the skills you enjoy utilizing which have led to successes in class, work, athletics, and/or co-curricular life. Be prepared to offer some information about your interests, talents, skills, and accomplishments.

Identify Goals. Research career fields of interest so you can share possible target industries or companies. It's okay to have multiple areas of interest. What professional aspirations are you aiming toward? Practice a brief introduction that can be delivered in 20 - 30 seconds. It will be easier for alumni to help you if you provide them with a sense of who you are and where you're headed.

Engage Authentically. As challenging as it can feel, be confident and be yourself. Networking is a chance for you to build new relationships. If you're unsure of how to start, identifying commonalities such as a shared interest, passion, academic path, hometown, college sport, club, residence hall, or faculty contact can be a great place to kick off a networking conversation.

Ask Questions. Prepare a short list of questions prior to the networking event. Make sure that you are genuinely interested in hearing responses or you might seem stiff or insincere. Don't feel the need to stick strictly to your list, but having a few questions in your head can be a nice safety net. Some examples include:

- Tell me a little about your experience at Kenyon.
- How did you get interested in your profession?
- What made you choose your particular specialty area or career path?
- Tell me a little about what you do on a day-to-day basis.
- What do you find most challenging? Rewarding?
- How did you make the decision to return to graduate or professional school?
- What skills/personal characteristics are necessary for success in your position or organization?
- What are your next professional steps and why?
- What do you wish you had known prior to entering your field?
- If you were in my position, what would you do next?
- Are you aware of any internship/shadowing/job opportunities?
- Do you know of anyone else who I might benefit from speaking with?

Follow Up & Stay in Touch. Be sure to ask for a business card or contact information before you wrap up your conversation. Follow up after the event with contacts that you make within 24–48 hours. Send an email thanking them for any specific advice and include a reminder of who you are by sharing your LinkedIn page or connecting through the new KCN. Your follow-up communication is another opportunity to take things a step further by inquiring if you might do an informational interview with them, or if they'd potentially be willing to host you for a job shadow. Make sure you hold up your end of the bargain by following through on anything you've said you would do (including sending a résumé, connecting on LinkedIn, etc.). Keep all correspondence professional without typos or abbreviations used in texting.