

## **Networking Time Table For College Students**

### **First Year**

- Start building a relationship with professors and your advisor.
- Participate in as many organizations and activities as your academic schedule allows.
- If you are working, establish relationships with your boss and coworkers.

### **Second Year**

- Begin narrowing your career goals.
- Embark on a series of informational interviews that will help bring your career into focus.
- Start thinking about obtaining an internship in your career field (this can yield excellent networking contacts).
- Join student chapters of professional organizations.
- Continue to foster relationships with professors, other students, and co-workers.

### **More Networking Tips....**

- Develop your resume if you have not done so already.
- Begin to brainstorm a list of potential networking contacts.
- Make a list of companies you'd like to work for and start thinking about whom you know who might be able to help you break into your dream companies.
- Sign up with one or more networking site on the World Wide Web.
- Adopt a mentor.
- Step up the pace of informational interviews. People working in your dream companies are excellent targets for interviews.
- Consider creating a "networking card," a business card for those not yet employed, so you have something tangible to hand out to people you meet.
- Begin to introduce yourself to every guest speaker you encounter in classes. Give them your networking card, and, if appropriate, your resume.
- Continue contact with professors, students, and employers.
- Become increasingly active in club and professional organizations.
- If you have not yet done an internship or otherwise obtained practical experience in your field, set the wheels in motion to do so before the middle of your senior year, and make as many contacts as possible at your internship workplace.
- Enjoy your graduation ceremony with a big smile on your face, because if you've done all the above, you are probably graduating with a job in hand. Be sure to write one more note to all your contacts telling them about your new job. And don't throw away any of your networking information; sometimes that first job doesn't work out, and you just might need to call upon your network again.