

MANAGE YOUR OWN CAREER!

10 tools to help active job searchers and engaged employees become creative, innovative and passionate workers

TOOL 3 of 10

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Tool Overview

Once you know what you are looking for in terms of your job search it is time to enlist the help of those around you. **Networking**, you've heard it before! Networking is the practice of gaining contacts that can help you gather information, provide advice and open doors to new opportunities.

As an **active job searcher** you will always be searching for your next big opportunity. You understand that everywhere you go you will make connections that can help you build your future and lead you to jobs. Remember, you are not only looking for your **next** job, but the one after that and the one after that!

Food for Thought

Each member of your network has their own unique circle of influence that may be of value to you in some way. You never know who and what other people know, the key to great networking is finding out!

MEET YOUR NETWORK!



Access Your Core Network!

- Friends
- Family
- Co-workers, past & present
- Employers, past & present
- Teachers
- Neighbours
- Fellow volunteers
- Mentors
- Acquaintances

Self-Assessment Quiz

Use this quiz to identify your strengths and pinpoint areas for improvement.

| | YES | NO | SOMEWHAT | N/A |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. I know who to turn to in order to gain honest feedback and support during my job search. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. I connect with my contacts to let them know when I am looking for work. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. I keep in touch with my contacts to let them know what I'm up to even when I'm not looking for work. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. I inform my contacts of interesting job opportunities and career development activities. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. I regularly attend networking events in the community. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

"Put bluntly the most potent people I've known have been the best networkers - they "know everybody from everywhere" and have just been out to lunch with most of them." – Tom Peters

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Tell Your Story

When you meet someone for the first time be sure that you are able to tell them how you add value in the most effective way. To do this, you should create an exceptional elevator pitch.

The best way to create an effective elevator pitch is to plan out what you are going to say, write it down and rehearse until you can deliver your message confidently.

Tell everyone you meet . . .

- who you are!
- what you have to offer!
- what you are looking for!
- what your asking for!

Elevator Pitch:
A short, planned speech that you would tell the hiring manager of your dream company if you were beside them on an elevator.

Quick Tips for Elevator Pitch Success:

Be Focused

Use your time wisely and be goal-oriented. Communicate exactly what you want to achieve (ex. an interview, a meeting etc).

Express Benefits

Be sure to explain how you would benefit the listener. If you focus all your time talking about your need for a job you'll miss the opportunity to share how you add value.

Practice

Telling your story to a stranger may seem like a challenging task at first. But if you rehearse what you need to say you will be able to communicate with ease.



It's a fact!

An elevator pitch should be between 10-15 seconds in length, roughly the same amount of time it takes to get from one floor to another in an elevator!

Career Change Elevator Pitch

"My name is John Doe. Since my layoff from ABC Automotive last year I have been exploring a new career path for myself. Carpentry and woodworking have always been my hobby. I have even remodeled my basement myself. In reviewing your website I have become a real fan of your company's work and would really enjoy the opportunity to take on some projects with you. Can I send you an email tomorrow to set up a time to show you a portfolio of my work?"

Who are you?

What do you have to offer?

What are you looking for?

What are you asking for?

Graduating Student Elevator Pitch

"Hi, my name is John Doe. I am a recent graduate of the University of ABC with a degree in Finance. During my final co-op placement at a private firm, I worked with the head Financial Advisor to develop a unique model for tracking client follow-up. This system really helped to improve client relations within the branch. Now that I've graduated, I am really interested in applying my client-focused approach to a local bank. Can I get in touch with you this week to set up a time to meet to discuss any potential openings?"

Who are you?

What do you have to offer?

What are you looking for?

What are you asking for?

GET OUT THERE!

Find networking events in Windsor-Essex.

Know Where to Go

WEtech Alliance: Networking Events

<http://www.wetech-alliance.com/what-we-do/networking-events/>

Becoming a Great Networker!

Step 1: Challenge yourself!

Try to make **3 new contacts** at every networking event you attend.

Step 2: Show them who you are!

Be sure to **introduce yourself** and share your **elevator pitch**.

Step 3: Follow up!

Follow up with any new connection within 24 hours and **watch your network grow**.

Telling Your Story Worksheet

Instructions: Use this tool to help you create a convincing elevator pitch. Be sure to put it all together and practice!

Who are you?

Describe yourself in terms of your education, experience and qualifications.

What do you have to offer?

Consider the skills that make you valuable and unique. Focus on the results you have delivered.

What are you looking for?

Be clear about what you are hoping to gain. Do you want a job, a volunteer position or a contract?

What are you asking for?

Be specific about what you're requesting. Is it a meeting, an interview, or time to review your portfolio?



It's a Two Way Street

- actively manage all of your networking relationships
- be sure that networking situations benefit all parties involved
- help others to further their career development or job search
- forward job postings you come across to your contacts
- inform others of interesting professional development opportunities
- be sure that you say thank you to your contacts regularly

THINK ABOUT IT!

*Let's face it, there are going to be times when you feel awkward, but try to think of networking as a **skill that you need to work to develop**. The more you practice, the more confident you will become!*

Want more? Check out this great read!

Power Networking: 59 Secrets for Personal & Professional Success by Donna Fisher & Sandy Vilas

View it online @ <http://www.amazon.com/Power-Networking-Secrets-Personal-Professional/dp/1885167474>

Top 5 Reasons to Never Stop Networking

Finding a job does not mean it's time to stop networking. In fact networking while employed can allow you to:

- continue to meet new people and make great connections
- discover how other people work and do business
- continue to develop and practice your elevator pitch
- perfect your "mingling skills" and get comfortable meeting new people
- always be in-the-know when it comes to new jobs and positions

Key Terms

Active Networking: taking advantage of every networking opportunity that presents itself and creating additional opportunities to meet people who may be able to help you find employment and advance your career

Core Network: anyone you know personally such as friends, family, neighbours, teachers, colleagues etc.

Elevator Pitch: a short, planned speech that you would give to the hiring manager of your dream company if you were beside them on an elevator

Informational Interviews: an interview conducted to collect information about a job, industry or company

Networking: developing and using contacts for the purpose of gaining information and access to employment opportunities

Networking Events: social gatherings designed to encourage individuals to mingle and exchange information