Guide to Networking

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Division of Undergraduate Academic Affairs,
Rutgers, The State University of New Jersey
Networking is the process of interacting with other people to exchange information and develop contacts, especially to further one's career.

Why network?
Networking is the number one way that job seekers find employment. It is important to build and maintain relationships because you never know what connections may be beneficial to your job search in the present or future.

How to network?
Start early; it takes time to build and nurture a successful network. Be professional and intentional. Begin with people that you know well. Connect with family, friends, professors, peers, and current and past employers. Make it known what you are looking for and how someone may be able to help you. Informational Interviews are a great way to break the ice and get to know people outside of your existing network. Ask questions like “What is your background?,“ “How did you get started in this career?,“ “What do you like most about your job?,“ and “What are the most important skills needed to be successful in this industry?”

Networking Tips

| Dress the part |
| Be patient |
| Always follow up with a thank you note/email |
| Practice |

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Where to Network?

Career & Internship Fairs
An opportunity to meet with employers actively seeking candidates directly.

Career-related Events, Panels, and Professional Conferences
Attend information sessions, panels, and networking events to develop skills and meet professionals in hiring positions.

Professional Associations
Join and become an active member of professional associations related to your career field as a way to show your value and dedication.

Student-Alumni Career Connections
Connect with Rutgers alumni online through CareerKnight.

Find a Mentor
Mentors are a valuable source for career guidance, job leads, and overall support during the job search process and once you have a job.

Social Media
Maintain a professional profile online; be proactive about connecting with career-related groups and participate in discussion forums.
CareerKnight
Your Key to Career Success

CareerKnight is your online career management system, developed specifically for Rutgers students and alumni. Through CareerKnight you can navigate every step of your career development plan with an abundance of resources:

• Schedule career advising appointments
• Register for upcoming workshops and events
• Develop resumes and cover letters
• View and apply for internship and job listings
• Participate in the On-Campus Interviewing Program
• Practice interviewing through “Mock Interviews”
• Learn about the latest career and internship fairs

careers.rutgers.edu/CareerKnight

Offices

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