Tips For Job Seekers:
HOW TO MAKE THE MOST OF
Networking Events

ARRIVE EARLY & STAY LATE
- Use the quieter times at the beginning and end of the event to have conversations
- Take advantage of the full duration to maximize your networking opportunities

START CONVERSATIONS STRATEGICALLY
- Look for people standing alone or in open groups
- Use open body language to appear approachable
- Start with a smile and a simple introduction

ASK ENGAGING QUESTIONS
- "What brought you to this event?"
- "What's the most interesting project you're working on right now?"
- "How do you think [recent industry development] will affect our field?"

SHARE YOUR STORY
- Be prepared to talk about your background and career goals
- Highlight your unique skills and experiences
- Express enthusiasm for potential opportunities

MOVE BETWEEN GROUPS
- Don't spend the entire event with one person or group
- Politely excuse yourself after meaningful conversations to meet others
- Look for opportunities to introduce people with common interests

PARTICIPATE ACTIVELY
- If there are workshops or breakout sessions, contribute to discussions
- Volunteer for activities or demonstrations if the opportunity arises
- Ask thoughtful questions during Q&A sessions with speakers

EXCHANGE CONTACT INFORMATION MINDFULLY
- Ask for business cards or contact details from people you've had meaningful conversations with
- Offer your card in return, but don't force it on everyone you meet
- Make a note on the back of cards you receive to remember key points of your conversation

WHEN CONVERSATION LULLS, USE THE "ADD-ON" TECHNIQUE
- Acknowledge what the other person said
- Add your own related thought or experience
- Ask a follow-up question

PRACTICE ACTIVE LISTENING
- Give your full attention to the person speaking
- Ask follow-up questions; show genuine interest
- Remember key details for future reference

BE AUTHENTIC
- Don't try to be someone you're not
- It's okay to admit when you're not familiar with a topic
- Show genuine curiosity and ask for explanations or insights