Schmooze or Looze!

Presented by
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You are looking for a job; How might you best proceed?

a) Sign up for CCNet, check out On-Campus Recruiting attend the orientation and apply for jobs you find interesting.

b) Tell everyone you know that you are looking for a job.

c) Find someone in your field of interest or an employer of interest and forward your resume to them.

d) Ask your parents to find you a job.
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While looking for a job you are at a party and discover that one of the attendees is the recruiting director for an employer of interest.

What do you do?

a) Approach and offer your business card to him/her.

b) Ask someone who knows the person to introduce you.

c) Hang around and wait for him/her to come chat with you.

d) Go up to him/her and tell him you like his tie/her dress.
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It’s your first day on the job and the CEO gets on the elevator with you.

You:

a) Introduce yourself and inform him/her that it is your first day on the job.

b) Discuss a recent merger with another firm.

c) Ask him/her what floor he/she wants.

d) Tell him/her you think he/she is a genius.
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You are in the lunch buffet line during an on-site interview and you find yourself next to an analyst who just presented a topic you found very interesting.

What do you do?

a) Say nothing at all -- you are so nervous!

b) Mention that you enjoyed the presentation and would love to work with him/her so you could learn more.

c) Let him/her know that you enjoyed the presentation and ask a question regarding the presentation, showing your knowledge and interest in the topic.

d) Offer tough follow-up questions to him/her to demonstrate you know the topic, perhaps as much as he/she does.
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Networking Is...
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The process of discovering and utilizing connections between people.
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Your Network
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**Steps to Effective Networking / Job Search**

- Develop Your Elevator Pitch
- Start Building A Database
- Dedicate Time
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Develop Your Elevator Pitch

Who Are You?
(MENG Student, from ?, specific interest)

Why Are You Speaking To Them?
(referred by a friend, relative; attending the career fair to find a job in x industry, x location, utilizing your x skills)
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A So-So Elevator Pitch

Hi,
My name is Mary Smith.
I am a junior at Cornell
I am majoring in computer science.
I am looking for an internship in computer science.
I understand you are a software company.
Hi,
My name is Mary Smith. I decided to come to the career fair today to look for an internship with a software design company located around the Boston area.
I grew up in Salem, MA and would like to return to the Boston area this summer.
Harry Johnson, one of your new hires, suggested I speak with you about internship opportunities. Harry and I were on a software design team in high school and won the annual Microsoft competition.
I see you are coming to campus to interview next month and have submitted my resume in hopes that I can receive an interview.
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The Handshake
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Group Exercise:

- Name?
- Where From?
- Previous Education?
- Previous Jobs?
- Why Did You Pick Cornell?
- What Type of Job You Are Looking For?
- Do They Have Any Suggestions?
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Develop A Database

• Keep Track of Every Correspondence
• Catalogue every resume you send out
• Create Reminders
• Create Email folders
## Schmooze or Looze!

### Sample Tracking Database

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<th>Phone</th>
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<th>Purpose of Contact</th>
<th>Interview</th>
<th>Follow-Up</th>
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**Opening Statement**

**How to Establish Rapport**

**Questions to Ask**

**Next Steps**

Other Notes from Call
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Informational Interviewing

Prepare a list of open-ended questions in advance to obtain basic information about:

- Work Responsibilities
- Lifestyles
- Work Conditions
- Educational & Experiential entry requirements
- Possible questions about how to break into the field of your choice
Sample Questions

• What are the rewards / challenges / frustrations of your work?
• How is time allocated among your different responsibilities?
• How much of your work is done individually / how much in a team?
• In what ways does your work impact your lifestyle?
• Is there anything you wish you had done differently to prepare yourself for your current position?
• What was the best advice you received from someone in your field when you were just starting?
• What qualities are important to succeed in this work place?
• What changes do you foresee as being the most dramatic in your field over the next several years?
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After Your Conversation

- Show appreciation and an interest
- Ask for a business card
- Send a thank you note or email containing important points from your conversation
- Follow up – send articles / facts
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- 90% of non-entry level jobs are found through networking.
- One contact leads to another…
- 60+% of networking contacts produce helpful referrals.
- Can create a new position.
- You do the screening.
- Acquaint you with many valuable personal and business friends.
- Uncover unpublished openings.
- Will give you an advantage over 90% of other job seekers.
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Roadblocks

- Don’t like “asking” for favors
- Poor planning
- Assume people are too busy
- Indecision
- Shy
- Lack of desire
- Fear of rejection
- Won’t try new ideas
- Don’t like cold calling
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Networking Contacts

- F_ _ _ _ _
- F_ _ _ _ _
- F_ _ _ _ _
- A_ _ _ _ _
- N_ _ _ _ _ _
- D_ _ _ _ _
- D_ _ _ _ _
- D_ _ _ _ _
- F_ _ _ _ _
- F_ _ _ _ _
- C_ _ D_ _ _ _ _
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Job Search Resources

- National Organizations
- Trade Journals
- Job Notices
- Directories
- Periodicals
- Newspapers
- Web Resources
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**Cornell Job Search Resources**
- Information Sessions
- Career Fairs
- Faculty
- Career Search Database
- Clubs & Activities
- Alumni
- Presentations / Seminars

http://engineering.library.cornell.edu/find/Job-Searching-for-Engineers
How To Find a Job Using LinkedIn?

Linkedin Video

http://www.youtube.com/watch?v=1zT3VUGUzVM
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Questions?