
Networking



Radboud Universiteit



Radboudumc

What is networking?

Networking means making contact; physically or online and to maintain these contacts. These contacts can help in your work, your career, and your personal life. The foundation of a good network is trust. Please keep in mind that networking is a matter of give and take. So you too, help people in your network to provide information and new contacts about that one great job that suits him or her well.

Having a network is very valuable. Your network knows about jobs, knows people who are applying for jobs, people that would be interested in you, people that are of interest to you, and your network is familiar with current and future trends in a sector and/or companies. Networking sometimes sounds inappropriate, but it is not; it is an outstanding way to help each other out. Networking can be done anywhere and anytime.

Preparation

Everything depends on being well-prepared: you want to acquire information and make a good impression. Take the time to answer the following questions before you start networking.

- What is your goal? What do you want to achieve?
- In what time frame do you want to accomplish something?
- Create a plan and conduct research: if you want to know something, where do I have to look and who do I have to ask?
- Gather contact details, information about someone's position, company information, information about the sector etc.
- What information would you like to acquire?
- What questions or assumptions do you have? Prepare the questions you would like to ask.
- Whom would you ultimately like to contact? What steps should you take to achieve this?

Your network

Basically everyone who knows or has known you and has a positive impression of you is part of your network. Think of family, friends, (former) fellow students, (former) teachers, former classmates, your study or student association, your sports club or other associations of which you are or have been a member, (former) colleagues and alumni of your education and/or university.

Every person knows on average 350 people, of which you have sufficient information to have reasonable to good contact. With 10 friends who also know 350 people, you already have 3500 people who can mean something for you!

General tips

If you approach someone, always explain how you acquired their name and contact information.

- Start with networking NOW: it is all about long-term planning.
- Take notes; keep track on your contacts and appointments.
- Networking is based on mutual trust. Be honest and sincere in your interest in others.

- Everybody is approachable.
- Utilize the contacts that you already have.
- Never forget what you can do for someone else.
- Maintain your good name: do not recommend people if you doubt about their motives.
- Do not forget those people who help you – always express gratitude.
- Treat your network with care, invest in your relationships.
- Introduce yourself politely.
- Ask whether you may join the group and take part in a conversation.
- Listening and sharing knowledge are very important.
- Do not give up quickly, keep your goal in mind.
- Let's hear from you too if you do not need them now.
- Try to arrange a follow-up.

Online networking

Online networking is very important. A few tips to expand your online network will be discussed below.

- Join newsletters and follow interesting companies, people and/or discussions on (preferably professional) social media.
- Be sure that your offline and online personal branding match.
- Make sure people can find you online.
- Know which search words/terms are used to find information or people.
- Try to arrange an actual face-to-face meeting.
- Keep your private (social media) and professional networks separate.
- LinkedIn: make sure your profile looks good and matches your curriculum vitae/CV.

Offline networking

Offline networking is just as important as online networking. Besides, people see you now in “real life,” which means they can form an even better picture of you. Offline networking opportunities are, for example, a careerevent, a reception, another networking event, and private gatherings like a party.

To make sure you leave a good impression, some tips are discussed below.

- Do not get distracted by your phone.
- Stay focused on the person you are speaking with.
- If you would like to, you can ask if you can continue the contact via e-mail or a LinkedIn connection.
- If you would like to end a conversation, do this politely. Indicate that you would like to speak with others for example.

Networking skills

Gradually, you will develop your networking skills. One has talent for it and others need to learn through the years and by experience.

A few networking skills are:

- Being a good listener.
- Willing and being able to share knowledge.
- Not being afraid to start conversations.
- Showing empathy.
- Ability to quickly establish connections.
- Be flexible.
- Being able to persevere.
- Be broadly interested.
- Be helpful.

Questions you can ask while networking

To give an impression of questions you can ask while networking, here are some examples. Also remember assumptions can be fatal. If you think you know something, but are not 100% certain, then ask the person.

- How did you get your job?
- What do you find interesting about your job?
- What are the most important skills required for your job?
- What are your tasks and responsibilities?
- What is the organization like?
- What does your organization's recruitment policy look like?
- Will you let me know if you come across anything interesting for me?
- I am orienting myself on the job market, do you know someone else with whom I can talk?
- May I send my CV?
- Do you have any tips for me?

More information?

Would you like more information or do you want to check your CV/LinkedIn-profile?

Check our website or make an appointment with the Career Service.

The Career Service is available every Tuesday, Wednesday, and Thursday for career advice.

On request, it is also possible on Mondays and Fridays.

W www.radboudumc.nl/Careerservice

T 06-15292392 of 024-3693811

E careerservice.rha@radboudumc.nl

f Career Service Radboudumc Health Academy

in Loopbaanoriëntatie Geneeskunde

in Radboudumc Career Orientation BMS Radboudumc