



# NETWORKING AND YOUR JOB SEARCH

I'm often asked "what's the best way to get a job" and my answer is easy – networking. Why you ask? Because the most effective way to get a job in today's competitive market is to have some type of positive connection with the organization or selecting official before the hiring process begins. In this situation, the process might be altered to your benefit. It's simple yet scientific—people tend to hire others who they like and feel a connection with. In today's workplace, many people spend more time with co-workers than with their own family. Wouldn't you prefer to spend this time with people you like and get along with? Despite what you might think, hiring managers are people too and many want to ensure, or at least promote, harmony in the workplace. Hiring people that you have an existing and positive connection with tends to increase the chances of a friendly and harmonious workplace. This is the simple part. There's also a scientific side to this concept and research which shows that conflict in the workplace (non-friendly and hostile workspaces) tend to decrease productivity. In short, having a harmonious workplace is just good business. This is where networking comes in. Have you ever



purchased something that a friend recommended or allowed you to try? Maybe you went to a restaurant because someone told you about a great experience or bought a car after you drove a friend's new auto. In both cases, you took action (made a purchase) based upon the advice of someone you trust or from direct experience. Networking is just an extension of this concept—a hiring manager needs to make a decision (fill a position) and get advice from someone they trust or has an opinion of someone (based upon their own experience) that might be suitable for a position they need to fill. I've described networking in the context of finding a job, however, networking works across the spectrum of business activities. The same concept can influence someone to hire an

organization or conduct a major transaction—the concept is really about building trust with someone else. This relationship of trust can benefit both individuals either through direct or in-direct contact. For perspective, in-direct contact is when an individual recommends you to someone else for a position or promotion. Networking is a powerful yet often misunderstood concept when it comes to getting a position or promotion. To help demystify this topic, we're starting a series called, "Networking and Your Job Search", so that our readers can understand and use effective networking now and in the future. We'll continue next month and welcome questions so that we address those specific areas of greatest interest on this broad and complex topic.



## WHEN TO BEGIN PREPARING FOR AN INTERVIEW

I was asked by a candidate following a disappointing interview why he didn't get much time to prepare. He was upset and said that it was the organization's fault that he did poorly since he was only contacted the afternoon prior to schedule the interview. My response was simple – I asked him “when did you submit your resume for this position?” The answer was “several weeks ago,” so I continued with the discussion believing he realized his oversight. A few minutes later, the candidate reiterated his frustration with the lack of time to prepare and implied that it wasn't fair to have been given only one evening. Here's the simple yet important lesson in this story – the hiring manager doesn't owe you anything. If you're serious about a position, then you should begin preparing for the interview the moment you decide to submit your resume. As mentioned in previous newsletters, your resume should always be customized to the specific position for which it's being submitted. This customization requires that you study the position and align your education, skills, and experience to match. This should be your starting point, however, there's more that should be done before you distrib-



## ask the hiring manager

Can I bring my notes into the actual interview?

**Answer:** The answer depends upon the specific organization and hiring manager, however, we recommend that you prepare as if the answer will be “no.” Some managers may allow you to bring notes, others might allow notes but may penalize you in your rating, while others might ask you to put the notes away. One thing we always recommend is that you bring a copy of your resume to the interview since many decision makers find this to be appropriate. Your resume might be a great substitute if you really need some notes to get through the interview. Study your resume and glance down, when needed, for memory joggers. This is a much better approach compared to having several pages of notes that are used as a crutch for actual preparation. We also suggest that you take a notepad and pen to the interview to take notes and collect names, positions, titles or other relevant items. If you write a note while speaking with a company representative, it's fine to go back and review your notes when asked if you have any questions. This is much different compared to referencing notes or worst yet, reading your notes during the interview.

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ute your resume. If you're going to personally hand your resume to someone from the company, you should be ready to interview on the spot. Anything less is a recipe for disaster. If you submit your resume on-line, you should be ready

to receive an email to schedule or an immediate phone (screening) interview. In today's competitive job market, don't go through the effort of preparing a resume only to disappoint and waste everyone's time by not being ready for the interview.

Sign-up to receive our monthly email and receive a promotion code for use at an upcoming workshop.

Download a copy of our eBook titled “The Hiring Process Made Simple”

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