**BE PREPARED FOR NETWORKING**

Identify the type of information you would like to receive from the alumnus. Asking if the contact has a job will shut down the conversation; instead seek information and/or additional contacts. Some sample questions are:

*Career Information*

What type of experiences/skills do employers like to see?

What do you most enjoy and least prefer about a career in this area?

Could you describe some of the typical responsibilities and daily activities of your position?

What are some related occupations?

What was the best advice you received when you were graduating?

*Company Information*

What are the main challenges facing your company?

Does your company have any plans for expansion?

Who are your largest customers? Competitors?

*Industry Trends*

What are some of the most challenging issues facing new employees in this field?

Do you see positions increasing or declining in the next five years?

How do applicants hear about positions in this field?

*Regional Information*

Do you know of any new companies that are expected to move into the area?

Why do your enjoy living in this area?

Are there specific industrial or business centers that I should explore for employment?

*Additional Contacts*

Is there anyone else who would be helpful for me to contact? Can I tell them you suggested I contact them?

**ALWAYS**, write a thank you note and follow up with your contacts. Networking is about fostering relationships not making quick contacts and moving on. Keep your networking contacts up to date on your progress.