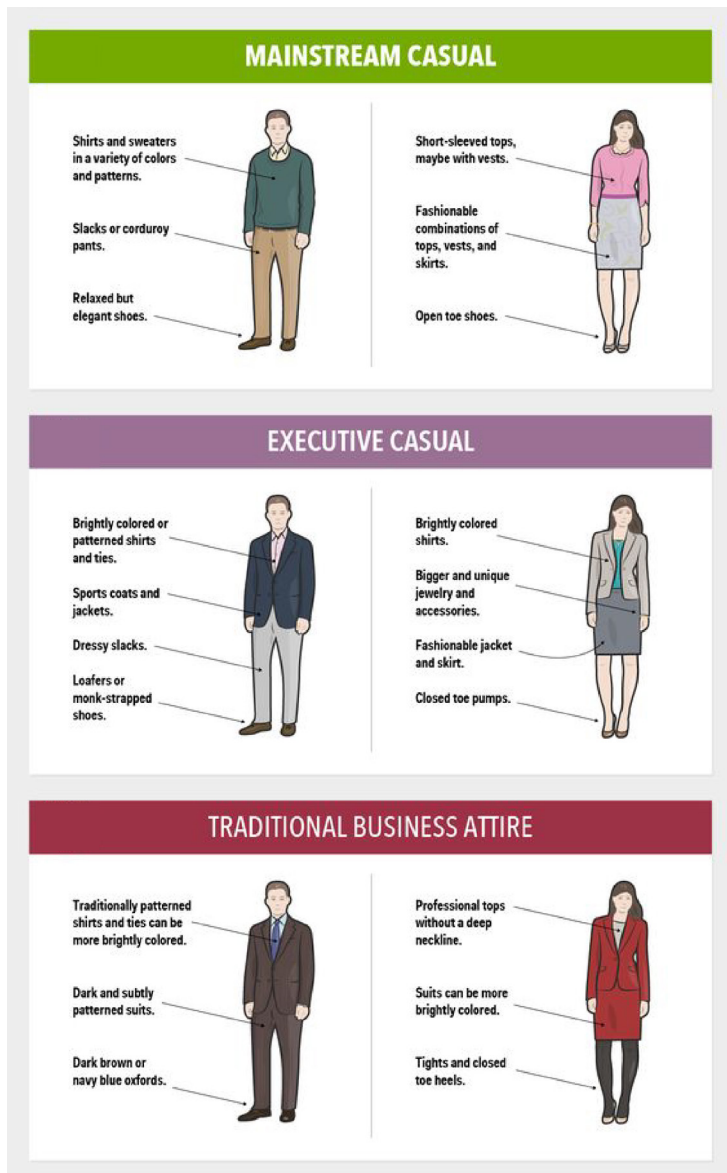


Networking Basics

A common synonym for developing and maintaining contacts and personal connections with a variety of people who might be helpful to you and your career. Creating friendships is networking... you do it all the time. You can network with everyone!

Professional Attire



First Impressions

- Come prepared! Know who will be at the event, appropriate dress attire, and **BE ON TIME!**
- Have positive body language—smile, stand up straight, and arms at your side.
- Prepare some conversation topics prior to the event.

Strategies

- Start small and practice, attending events is important.
- Work the room/event—if you notice an employer/ alum by themselves that you wish to talk to, approach them first.
- Set a goal prior to the event, such as talking to ___ many people, or ___ many companies.

Conversation

- Create your Elevator Pitch, this is your 30 second commercial, all about who you are! Include your name, major, year at UNH, and your career goals.
- Avoid religion, politics, money and heated current events.
- Have questions prepared to ask: “Tell me about your background”, “what advice would you have for someone entering the field”, “are there colleagues you would recommend I talk to”, “how did you get started”, to name a few!
- Find commonalities and shared interests. You can also talk about recent events, sports, and other general interest topics
- When ready to leave a conversation, let the person(s) know you were happy to talk to them, ask for a business card, and move on!

After the event

- Write notes on the back of business cards!
- Follow up with the contacts that you made.
- Send an email stating it was nice talking with them, who you are, and include something you discussed.

Handshakes

- Have a firm handshake - don't grip too hard, but don't have a limp hand.
- Your thumb should be up, and between your thumb and index finger should meet.
- It should last about 3 seconds, with a couple of pumps... do not hold on forever! Smile and make good eye contact during the handshake.



Quick Guide to Networking

Dining Etiquette Specifics

Napkin

- Your napkin will be on your left, or on your plate when you approach your seat.
- Place your napkin on your lap when everyone is seated at the table.
- Place your napkin on your chair when you need to excuse yourself for a moment. Place the napkin on the right side of your plate at the end of your meal, when everyone is done.

Drinks

- It is recommended to not order alcohol during an interview. Some networking events may be acceptable to order, but limit yourself to one.
- Water, juice, and iced tea are safest choices.

Ordering

- You should never order the most expensive item on the menu, unless your host recommends you to and it is something you would like.
- Order a mid-priced item that you will enjoy.
- Try not to order foods that are very messy to eat.
- If you are not sure what to order, ask your host for recommendations!

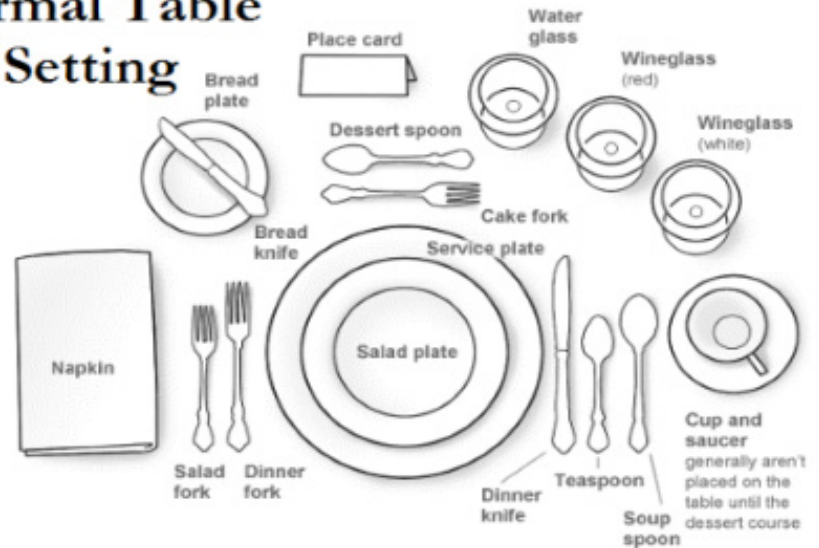
Passing

- Salt and pepper should always be passed together even when someone asks for only one.
- Community food items (such as a breadbasket) should be passed to the right.
- When passing items such as creamer or a gravy/dressing boat, pass them with the handle towards the recipient.

Cocktail Hour Specifics

- Keep your right hand available to shake hands. You can have your cup sit on your plate to be able to hold both.
- Do NOT overload your plate with Hors d'oeuvres or appetizers.
- Be aware of your beverage, especially when alcohol is involved. Do not drink too much/too many.

Formal Table Setting



General Dining Tips

- Always taste your food before you add salt or pepper.
- Cut one bite at a time, including with salad.
- Pace your eating with your host. Do not finish too quickly or take too long.
- Turn off your cell phone during the meal/event.
- Do NOT talk with food in your mouth, and do NOT chew with your mouth open. You should also avoid slurping and smacking your lips.
- Follow the lead of the host when it comes to dinner conversation! Do not bring up business items until the host/interviewer does.
- If food is hot, allow time for it to cool rather than blowing on it.
- If you drop a utensil, do not pick it up. Politely ask for a new utensil.
- Sit up straight at the dinner table, and do not put elbows on the table.
- Do NOT reach across the table. Politely ask someone to pass the item.
- You may start eating when everyone is served. If you are unsure, follow the lead of the host/interviewer.
- To signal to the server that you are done with your meal, place your utensil across your plate, with the handle at 4 o'clock.