

NETWORKING GUIDE

A guide on some ways to network within your field throughout college.

Introduce Yourself

Introduce yourself to your professors at the start of new classes. Meet with your advisor(s) throughout your academic career.

Question/Topic Starters

- Find out their research interests (What have they recently researched/published?)
- Talk about your own academic & career goals.
- Ask for resource recommendations for a shared interest.
- Ask for advice on classes to take or extra learning experience opportunities.



Office Hours

Connect and engage with professors on topics more than just class. This is a great time to introduce yourself and your goals or expectations.

If you're unavailable during their office hours, reach out to set up an alternate meeting time. Faculty are often happy to chat with students, especially when you show initiative!

First Steps

Initial Contact

Find Resources

Learn about available resources!

- Peer Mentoring
- Career Services
- Your Advisor(s)



Step 2

Connections

Stay Updated in Your Field

- Follow organizations & companies you're interested in
- Stay updated on upcoming skill building & networking opportunities
 - Workshops
 - Internships & research assistantships
 - Job openings
 - Career development events



Use Student Resources

Take advantage of student resources

- Faculty/professors
- Peers
- Wildcat Career Network
- Career Services



Connect

Continue meeting with faculty of interest to build those relationships. Maintain professional communication. Be confident & intentional with who you connect with and how they connect to your academic & professional career.

Get Involved!

Explore different areas of study

- Choose electives across various fields to gain new perspectives.
- Go to different workshops/events to learn new skills.
- Try out different clubs to explore peer interests.
- Make connections across departments.

Step 3

Experience

Outside Connections

Use your connections to expand your network in your field outside of CWU.

- Ask if professors know other people with career experience within your interest field that they'd be willing to help get you in touch with.
- See if peers know of outside opportunities or have professional connections they could share with you.

Continue Engaging

Continue meeting with faculty and building those relationships, but also keep branching out and connecting with new faculty/staff. Use them as a resource to build your academic and professional network.

Stay updated on experiences & opportunities within your field.



Prepare for Experiences

Update your resume/CV and prepare for interviews

- Research possible questions and practice responses
- Research the company's values or mission
- Get appropriate professional attire

Relevant Experiences

Research and participate in experiences & opportunities you're interested in pursuing.

- Internships, Externships, Fellowships
- Post-graduation experiences
- Conferences & Workshops
- Graduate school search
- Job Shadowing
- Study abroad

Final Steps

Taking Action

Benefits for your Future

- Increased opportunities
- Letters of Recommendation & Professional references who know you & your interests/values well
- Access to valuable information
- Networking & collaboration experience
- Establish credibility & trust within your network



Prepare for Graduation

Continue updating your resume/CVs & create pre-graduation plans

- What pre-graduation requirements do you still need to complete? Make a timeline of deadlines.
- Applying to graduate school? Create a study plan for any entrance exams.

Connections

Stay in touch to maintain the connections you've made so far, they will continue to help you.

- Occasionally update them on your career or education.
- Thank them for any help they've given you.
- Maintain professional boundaries & communication.
- Continue engaging with them on shared interests!

