

## **WHAT ARE EMPLOYERS LOOKING FOR:**

Communication Skills—oral and written

Interpersonal Skills

Leadership Skills

Technical Skills—technological/financial

Academic Accomplishment

Creativity

Independent, yet a good team player

Work Ethic

Relevant Knowledge and Experience



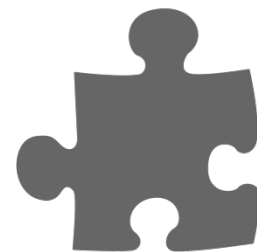
## NETWORKING

- View each conversation as a mini-interview
- Create 10 – 30 second sound-byte
- Sound like you know what you want to do
- Have an idea of what you could do for that organization
  - Think through your potential interest/fit with each company (part of research)
- Network with a friend (or two)



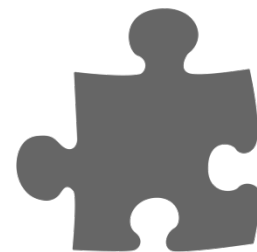
## RESEARCH

- The best networking occurs if you have done your research
- Go beyond Websites and marketing materials
  - Vault.com
  - Industry Magazines
  - Newspapers
  - Google/Bing/Yahoo!
- Read the newspaper



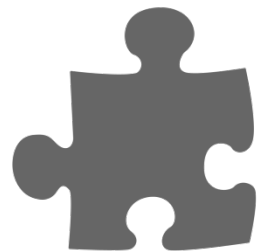
## FIRST IMPRESSIONS ARE IMPORTANT

- Handshake—firm, not crushing
- Smile
- Look them in the eye (but don't stare)
- Be friendly and approachable—an enjoyable conversationalist
- Be confident, but don't overdo it
- Be respectful and show that you know how to handle yourself in a social setting



## FOLLOW UP

- If you had a meaningful discussion and there is some follow-up that is appropriate—do it
- If you discussed an article—send it
- If you didn't have your resume and they asked—send it
- If there is some good reason to communicate with them again and they have indicated receptiveness—do it (but don't overdo it!)



## WHAT TO HAVE HANDY

- Resumes
- Cards

## DON'T FORGET

- Even though it's a social event, you are still "on"
- You are a representative of CMC and what you do reflects on the school as well as you

