

careers.ucr.edu | (951)827-3631

Networking Your Way to a Job

Building Meaningful Relationships

CONNECT. INSPIRE. EMPOWER



Agenda

- **What is networking?**
- **Tips to network successfully**
- **Where can you network?**
- **Networking through social media**
- **Practice what you've learned!**
- **Maintaining connections**
- **Who is in your network?**



What You'll Learn Today

At the end of this workshop, you will be able to...



Explain why networking is important



Identify who is in your network and where to engage in networking



Understand the process of initiating professional relationships and how to maintain connections



COMMUNICATION



PROFESSIONALISM



CRITICAL THINKING



TEAM WORK



NACE®

CAREER READINESS COMPETENCIES

Obtaining requisite competencies that broadly prepare college graduates for a successful transition into the workplace.



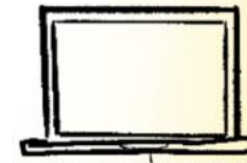
EQUITY & INCLUSION



LEADERSHIP

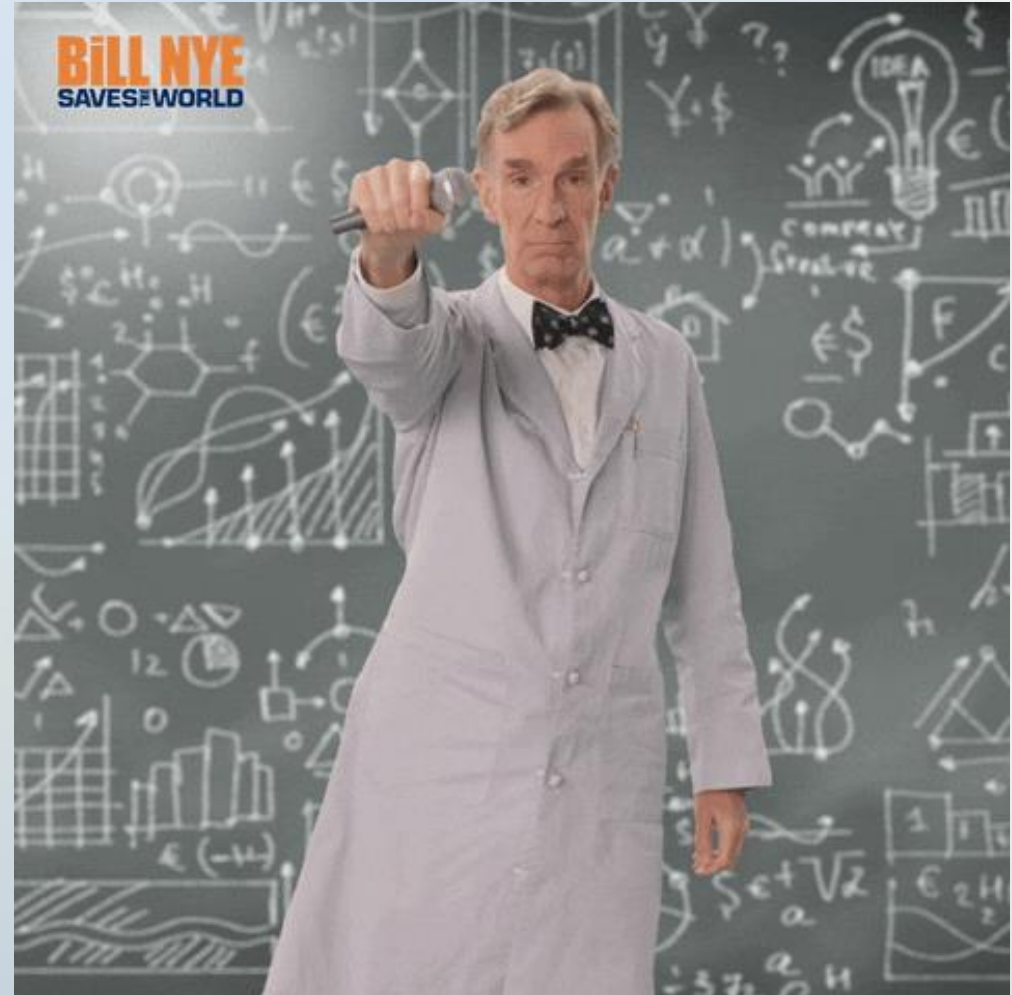


CAREER AND SELF-DEVELOPMENT



TECHNOLOGY

“EVERYONE
YOU WILL EVER
MEET KNOWS
SOMETHING
YOU DON'T”
- *Bill Nye*



CONNECT. INSPIRE. EMPOWER



What is Networking?

Networking is the **development** and **maintenance** of mutually valuable relationships.



The Misconceptions

- It only takes place at networking events
- Shy people are not successful at networking
- You only need it if you're going into business
- You don't have enough experience to talk to an employer
- I have a high GPA, I don't need to network
- I only need to gain relationships with people in my field of interest





The Truths

- It's about developing **MEANINGFUL** relationships
- 70% of jobs/opportunities are found through **MUTUAL** relationships
- It starts way **BEFORE YOU NEED A JOB**
- It isn't just about what you know!



WHEN & WHERE to Network

Social Networks

- Friends, Family, Neighbors
 - Alumni contacts
 - Professors
- Other Faculty & Staff
- Volunteer contacts
- Social media –LinkedIn, Facebook, Twitter, etc.

Professional Networks

- UC Riverside events (Career fairs, Job Discovery panels, Workshops)
- Professional networking events
- Chamber of Commerce
- Rotary, Kiwanis, Lions Clubs
- Committee involvement
- County of Riverside

Three Questions to Ask Yourself Before You Network



**What are you known
for today?**

Strengths, Skills,
Experiences



**What do you want to
be known for?**

Reputation, Personal
Branding, Credibility



**How do you get
there?**

Short and Long Term
SMART Goals

CONNECT. INSPIRE. EMPOWER



Networking Tips

When attending a networking event...

- Set goals
- Practice and become comfortable with YOUR story & 30-second pitch
- Meet new people & introduce others
- Listen for opportunities – ask questions!
- Be prepared to follow up



Sample Questions for Networking

PROFESSIONAL:

- How did you get into your profession?
- What parts of your job do you find most challenging?
- What do you find most enjoyable?
- Are there any negatives to your job?
- What is a typical day like for you?
- How would you describe the corporate culture?
- What skills are required in your position on a day-to-day basis?
- What is unique about your company?
- What advice do you have for someone looking to get into your field of work?
- What's the best business advice you have ever received?
- Who else do you recommend that I should talk to here?

PERSONAL:

- What is the best job you've ever had? What's the worst?
- Where did you grow up?
- What do you like to do outside of work?



Let's Practice!

Pair Up:

What is your major?

Why did you choose that major?

What are some of your interests that you want
to explore in college?

What do you do for fun?



Debrief

How do you feel?
What did you learn?
What would you change for next time?



Connecting Virtually



675+ Million Members

Manage your professional identity. Build and engage with your professional network. Access knowledge, insights and opportunities.



Connect with the world around you!

Connect with family, friends, colleagues, peers. Join groups and learn about opportunities in your local area!



It's what's Happening

From breaking news and entertainment to sports and politics, get the full story with all the live commentary



Bringing You Closer to People & Things

Follow internship and company pages. Post content and spread knowledge. Create your brand and use IG for networking!

• • • • Building Relationships via LinkedIn

- Research UCR alumni in fields/occupations you're interested in
- Scroll through their profiles to see if it's someone you want to talk to/learn more about
- ***Send a personalized note with your invitation to connect*** to increase the chances of them accepting
- Consider asking professionals for an “informational interview”
- *Remember*, the worst thing that could happen is **nothing**

Hi Julia,
My name is Alex Highlander. I am in my senior year at UCR as a History major. Your career as a non-profit professional is inspiring and I would love to connect with you to learn more about what you do and how you achieved all that you have! Thank you for the opportunity to be a connection on LinkedIn.



Conversation Starters on LinkedIn

Examples of what **NOT** to write:

- Can you help me?
- Can you refer me to [this] job?
- I would like to connect with you on LinkedIn

Be mindful of the 300-word limit when messaging initially.



Common Mistakes & Bad Networking Habits

- Hanging out with the same person or staying in cliques
- Staying by the food table/bar for too long
- Not engaging in full conversations
- Fail to make eye contact and smile
- Asking closed-ended questions
- Lack of attention and focus
- Display disengaged body language
- Too informal too soon
- Ask for too much
- No follow-through
- ***Forget to have fun!***



**I've started the conversation...
now what?**

CONNECT. INSPIRE. EMPOWER



The Email Intro:

Your professor has given you the name and email address for an UCR alumna working in the field you want to work in.

What is the appropriate way to introduce yourself via email?



What's the Difference?

Dear Dr. Lee,

I am a junior majoring in History at the University of California, Riverside. Professor Addison suggested I get in touch with you regarding my interest in the preservation of local historical districts.

Although I am not currently looking for a job, I am very interested in learning all that I can about typical career paths in this field and what skills I might need to develop. I would greatly appreciate 20-30 minutes of your time to ask you questions about your current position and the challenges/regards involved. Thank you for your consideration. I look forward to contacting you to arrange a time.

Sincerely,
Allison Highlander, UCR History 2021
(951) 222-3333 | ahighlander@ucr.edu

Hey Clara!

It would be really cool to meet you and learn about your career path. Can I get 15-20 minutes of your time to talk? Well, looking forward to your reply.

- Ali H.
Student
"The unexamined life is not worth living"



The Final Touches

CONNECT. INSPIRE. EMPOWER



Follow-Up & Maintaining Relationship

- Thank you note
- Progress emails
- Related articles
- Professional development or programming
- Community involvement
- Holiday greetings or personal congratulations



Responsible AI Use

Key considerations:

- Always disclose AI use when required by employers or academic institutions
- Verify factual claims made by AI, especially about companies or industries
- Be aware of potential biases in AI outputs
- Understand copyright implications when using AI-generated content
- Protect your personal and sensitive information

Learning Enhancement

Students should understand how to use AI to enhance their learning and professional development, not replace it.

Best Practices:

- Use AI to break down complex tasks into manageable steps
- Reflect on what you learn through AI interactions
- Identify when AI is helping you develop skills vs doing the work for you
- Seek human guidance (career counselors, mentors) for holistic support



AI Disclaimers

Students can use AI to amplify their strengths and streamline their efforts, but they should **never let it replace their own authentic voice, critical thinking, or personal growth**. The key with using AI is to **maintain agency** in the process. Students should remember that the career development process is about **more than just landing a job**. **It's about understanding yourself, developing professional skills, and building meaningful relationships**. AI can support these goals, but **it cannot achieve them for you**. Approach these tools with **curiosity, intentionality, and a commitment to your own development**, and they will serve you well throughout your career journey.

The ethical questions surrounding AI—such as **its environmental impact, potential for bias, data privacy, and effects on employment**—are complex and evolving. Rather than avoiding AI entirely or using it uncritically, we encourage **informed, thoughtful engagement**. By understanding both the benefits and challenges, students can use AI responsibly while advocating for its continued improvement.

Please note that UCR Career Center is not affiliated with AI tools apart from "Gemini" and "Quinnia" when signing in with your R'Mail account. **Use your discretion when sharing your personal information** with AI tools as UCR ITS only has a data privacy agreement with "Gemini" and "Quinnia".



AI & Networking

Sample Prompts

- **Networking**
 - Generate a 200-character LinkedIn connection request based on [insert person's profile].
 - What are five questions I should ask in an informational interview with a museum curator?
 - Based on my resume, generate a short and engaging elevator pitch I can use for networking

Keep in mind that the person in the interview will need to match the voice of the documents submitted. ChatGPT/AI is best used in combination with your own voice and writing style. Be sure to personalize and edit ChatGPT/AI responses for things like your resume, cover letter, and professional correspondences.

ENROLL IN EXCEL + NOW!

Start anytime during your undergrad degree, **go at your own pace**, and **earn recognition** for the valuable career readiness skills you're already building on campus.

- Pick your Competency

IE: Career and Self Development, Technological Literacy, and MORE!

- Upload and Track Progress
- Earn Competency Badges
- Highlight Your Skills to Employers

Students enrolled by 10/31 will be entered into raffle to win a \$25 UCR dinning gift card.



Excel.ucr.edu

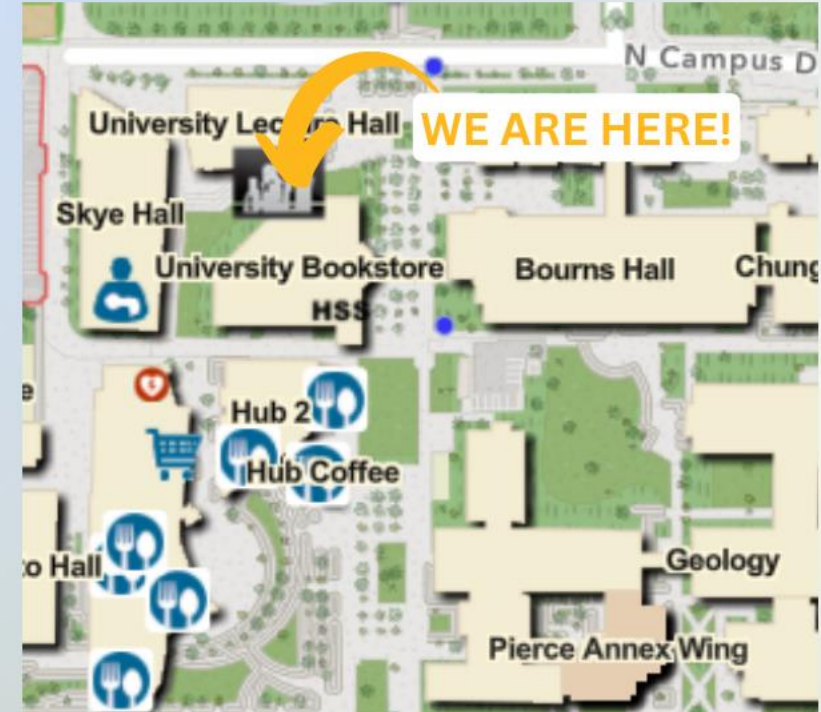
location

ENTRANCE IS ACROSS FROM ARC AND UNIVERSITY LECTURE HALL, UNDERNEATH THE BOOKSTORE

hours

8 AM - 5 PM MONDAY-FRIDAY

website home *drop in hours*



connect with us!



INSTAGRAM

@UCRCAREERCENTER



CONNECT. INSPIRE. EMPOWER

QUESTIONS

CONNECT. INSPIRE. EMPOWER



Post-Workshop Survey

