Networking for Introverts (and anyone else!)

Tuesday, February 5, 2013
Career Development Office
University of Michigan School of Information

Courtesy of Steve Roper | sroper@umich.edu
Most people just muddle through their lives! They're passive and unmotivated! They lack ambition and drive!

Not me, though! I'm going to have an EPIC life! I'm going to wrestle the issues of the age and change the course of history!

How are you going to do that?

I'm going to sit here and wait. So opportunity will know right where to find me when it's time to change the world.

I wish I'd brought a book to read.

Nahh, it'll be any minute now.
Two ways of Career Planning

- See a job opening
- Research it
- Prepare resume
- Apply
- Get hired (hopefully)

- Prepare resume
- Network - Research target position(s)
- Job opens
- Apply
- Get hired!
Think about High School versus College exams

- How are the tests different?
- Which test would you prefer to take?
- Why not know the answers in advance when you interview?
Career Process

- Target Position
- Network
- Feedback
- Refine Target
- Develop Skill Set
- Success!
Step One

- Take meaningful stock of yourself
  - Utilize resources that can help you with this
- What are you good at?
- What do you enjoy doing?
- What do others often say about you or commend you on?
What do I enjoy?

Where to look!

What am I good at?
<table>
<thead>
<tr>
<th>Networking</th>
<th>Job Interview</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type</strong></td>
<td>Relatively informal</td>
</tr>
<tr>
<td><strong>How long</strong></td>
<td>20 – 30 minutes</td>
</tr>
<tr>
<td><strong>Goal</strong></td>
<td>Information</td>
</tr>
<tr>
<td><strong>Focus</strong></td>
<td>On the field</td>
</tr>
<tr>
<td><strong>Information Flow</strong></td>
<td>Mostly from them</td>
</tr>
<tr>
<td><strong>Closing</strong></td>
<td>You initiate</td>
</tr>
</tbody>
</table>
Networking

- **With whom do you network?**
  - Anyone who has information that can be of help to you in planning your career. It could be your supervisor, people currently in positions you are investigating, mentors, people to whom you are referred, and so on.

- **How do you network?**
  - The most effective approach is to just call or email them to ask if they would be willing to meet with you for twenty minutes to discuss your career development and their experiences at the University.

- **Why network?**
  - It allows you to better understand if the type of job is what you are seeking; it allows you to keep current with issues in the profession; and, above all, it helps you identify the skills you need in order to be competitive for that position in the future.
Resources

- Supervisor
- Previous annual reviews
- Workbooks
- Ultimately – up to you
- Don’t wait for it to be perfect – first approximation is fine
Identify Target Position

- Supervisor
- Mentor
- LinkedIn
- Professional Association Career Exploration Pages
- UMSI Alumni
New Bookstore Arrival: Archival Arrangement and Description

The first installment in SAA’s new series, Trends in Archives Practice, is now available to order! Archival Arrangement and Description, edited with an introduction by Christopher J. From and Thomas J. Frusciano, features three modules: Standards for Archival Description, Processing Digital Records and Manuscripts, and Designing Descriptive and Access Systems. Click here to read more about this exciting addition to SAA’s Bookstore and how you can order a copy.

SAA Council Drafts New Strategic Goals, Adopts DACS Revision

The SAA Council at its January 23-26 meeting devoted nine hours to developing a high-level first draft of a five-year Strategic Plan for SAA. Armed with member comments received in advance, the Council focused on identifying goals and strategies. A draft will be circulated to members for comment later this spring following additional refinement. As the draft evolves, additional feedback will be sought—including at an Annual Meeting forum in August. In other action, the Council adopted a revised version of Describing Archives: A Content Standard (DACS) prepared by the Standards Committee’s Technical Subcommittee on DACS. Read more about the Council meeting here.

SAA Submits Orphan Works Comments to Copyright Office

January 29, 2013—SAA today submitted comprehensive comments to the Copyright Office in response to a notice of inquiry on “Orphan Works and Mass Digitization.” Prepared by the Intellectual Property Working Group, the comments stress that “it is not possible to establish meaningful and uniform diligent search standards for all unpublished works.” Read the full text of the comments here.

Meet the 2013 Candidates
iNetwork in iTrack

UMSI Network

Alumni choose how many times that they would like to be contacted by students each year. After their maximum number has been reached, they will be removed from the system. So, please choose carefully... you don't want to take away the ability for another student to connect with an alumnus that you are only semi-interested in.

Your goal should be to build your professional network and gather information pertaining to your career field of interest. This may lead to a job or internship after some dialogue and a relationship has been established, but that should not be your main intent for using this resource. This is not the forum to simply ask for a job. Please keep this in mind when you start your communications with alumni.

You now have the option of including a personalized message to send to your potential mentor. Please, take time to write a thoughtful note about why you want to connect with them. Do not write a generic message and send it to several alumni. These types of messages are easily noticed by alumni and they may not respond.

You can search by name, email address, phone, degree level, graduation date, affiliation, major, and job title.

Shahana K Alam
Image Archive Coordinator @ Lucasfilm Ltd
Refining by Geography

- Identify where the titles you are interested are located
- Determine if they fit your parameters
  - Some jobs are more frequently found in some areas
  - Other jobs are everywhere
Refining by Salary

- Determine the salary ranges
- Discover if they fit your perceived lifestyle plans and needs
  - Indeed.com Salary [http://www.indeed.com/salary](http://www.indeed.com/salary)
  - USAJobs.gov (shows salary ranges which are somewhat comparable to industry averages)
  - Public institutions, such as state universities, post salaries online
Consider these other factors when considering career paths

• Culture
• Hours
• Mission, vision, value
• Growth opportunities
Contact Your Target

- Identify one to five people that you would like to talk to
- Reach out to them (via email or LinkedIn) – or have someone introduce you
- Ask if you talk with them to learn more about what they do
- Specify why you have contacted them
Set up the Meeting

- Agree on a time and place
- Sooner is better!
- Can meet in person
  - Go to their office
  - Meet in a coffee shop or other public place
- Can talk over the phone
- Can communicate via Skype or Google Hangout
- Can chat
Two Types of Informational Interviews

<table>
<thead>
<tr>
<th>EXPLORATIVE</th>
<th>JOB TARGETED</th>
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</thead>
<tbody>
<tr>
<td>Helps you determine if the career is the right fit for you</td>
<td>Helps you to get the job you want at the organization you want</td>
</tr>
<tr>
<td>Ask questions regarding work being done, educational requirements, skills</td>
<td>Ask questions regarding work being done, culture, skills most valued,</td>
</tr>
<tr>
<td>to gain, etc</td>
<td>management types</td>
</tr>
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What to Ask?

What sort of questions do you want to ask your target person?
Example of Questions

- What career path did the current person take to come to the position?
- What duties does it entail?
- What is an average day like?
- What skills does it take to be successful?
- Which positions would allow you to amass those skills?
More Questions

- What sort of questions are typically asked in an interview such as this?
- What skills are most highly valued?
- What skills are less valued?
- Who are major competitors in the field?
- What new initiatives are being undertaken in this organization?
Questions to Always Ask

» Would you mind looking at my resume?
» Are there any gaps in my skills or experiences?
» Who else should I be talking to?
» What suggestions do you have for me if I want to pursue in this career/field?
What not to ask

- Do you have any jobs available?
**Preparation**

- Review your person’s Linkedin Profile; do a general internet search on them
- If referred, have referring contact give you some information on the person
- Review general information the industry/organization/career
- Prepare a brief (two-minute) précis of your career
- Be prepared to be interviewed
- Put together a list of questions; prioritize questions as you may or may not be able to ask all of them
Follow-Up

- Send a thank you immediately; email is fine
- Should your networking continue on and you have new discoveries or information to share, check back in with them
- If a position opens at their organization, contact them for guidance
Options

- Find someone to refer you
- Cold Call
- Time?
The process of investigating career possibilities will inevitably result in uncovering directions you never considered!
Remember!

- Low stress (compared to a job interview)
- Professional meeting
- Dress appropriately
- Punctual and attentive
- Research in advance
- Leave on schedule
- Only one chance to make a first impression
When is networking not appropriate?
Final bits of advice

- Single biggest factor in success is...
- When do you apply for a passport?
- No one is as invested in your success as much as you are

Take charge of your career!
Questions?

Thank you!
Please sign in!
Hi Kelly!

I just wanted to thank you for all the help with informational interviews. I sent out about 10 interview requests and got responses from 8 back (including the UX Designer at Runner's World and the IA architect at REI)! The interviews were so helpful and I made a lot of useful connections, (they friended me on Facebook, Twitter, G+) and were so inviting! One of the two I didn't hear back from was Running Fit sadly, but I can go in personally and talk them during the summer when I have more time.

Best,

Jesyka Palmer