**Career Readiness Task #3: Networking**

This is the third of five tasks in your Career Management milestone to earn your Career Ready badge. In your last career readiness task, you worked on your social media presence and building your LinkedIn page. This task takes that assignment one step further by focusing on networking. Networking is the process of building relationships with people and gaining their trust. Complete this worksheet to practice and improve your networking skills:

1. **Membership and Group Search**

Log in to your LinkedIn page. Perform a search for memberships and groups that interest you either personally or professionally. Searching for personal interests is fine here since you are doing it within the confines of LinkedIn and not a random internet search. Identify 4-5 groups that look appealing to you. List those groups here and describe in 2-3 sentences each why these groups caught your eye. Be sure to mix it up so that not all of your identified groups are personal. Provide professional groups too.

Answer:

I’ve joined the following groups:

1. Web Designer and UI Developer
2. Full-stack web developer
3. Web Developer Group

**Events**

Identify online, live, or local events that these groups sponsor or encourage their members to attend. List and describe 4-5 events here. You may also search

[https://www.meetup.com](https://www.meetup.com/) to find live local events in your city or town.

Answer:

1. Front-End Web-Design BootCamp
2. Back-end and Front-end fundamentals
3. **Webinar : SAP HANA BI Accelerator for FI-CO, SD, MM and PP**
4. [Participatory Design MeetUp](https://www.linkedin.com/events/6754746333761978368/?lipi=urn%3Ali%3Apage%3Ad_flagship3_search_srp_events%3B3DpA8HDuSs2IJr%2F8Em%2BAJA%3D%3D)

1. **Practice Making Connections**

Reach out to colleagues or peers on LinkedIn. Instead of the generic greeting that comes standard, tailor your invitation to be more personable. Identify 4-5 individuals that you will reach out to on LinkedIn and write a personal invitation to connect with them. Draft your invitations below. Keep them personalized yet professional utilizing known industry key-words.

My messages to connect:

Hi John,

I am a full stack web development student at Bryan U. I am planning on earning my certificate this May, and have plans to continue to further my education. I would like to know what advice you could give me to earn an introductory role into web development. Any advice would be much appreciated.

Thank you,

Sean Larsen

Hi Thomas

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I’m very interested in your company and what it has to offer starting web developers. I'm also interested in learning more about how you select candidates. Would you be interested in talking over the phone to discuss what qualifications you prefer for candidates?

Thank you ,

Sean Larsen

Hi Candice,

My name is Sean Larsen and I see that you are currently recruiting web developers in your area. I am currently obtaining a full-stack web development certificate at Bryan University, and seek to continue my education. I am looking at introductory roles into the field and would like to show you my current portfolio that I have accomplished in these past few months

Kind Regards,

Sean Larsen

1. **SMART Networking Goals**

Now that you’ve identified and explored personal and professional associations, join them! This is the best way to stay abreast of what is going on in your industry and interest areas. You’ve also made some personal connections on LinkedIn so you’re on your way to networking. The last part of this assignment utilizes the SMART goals method. Your task is to plan out your networking goals using the SMART method. Recall that SMART stands for:

**S**pecific (simple, sensible, significant),

**M**easurable (meaningful, motivating),

**A**chievable (agreed, attainable),

**R**elevant (reasonable, realistic) and

**Time-bound** (timely, time-sensitive).

Plan your networking goals using this method. Identify the time period (2-weeks, 1-month, 3-months…), how many connections you want to make, how many events you wish to attend, and how many informational interviews you hope to conduct, for example.

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| **2 weeks: I will update my resume and list it on job boards (Monster, Indeed, ZipRecruiter, etc). I will take the time to find my classmates and professor on linkedIn and make connections.**  **4 weeks: I will begin to connect with recruiters from companies that I am interested in pursuing. I will actively apply to positions that suit my experience level.**  **3 months: I will continue to apply to positions and spread the word to people who may be able to help me network. Hopefully begin to interview!** |