

**Networking: Developing a Relationship Action Plan (RAP)**

Create a Relationship Action Plan (RAP) that will help you accomplish your goals by identifying the people who would be most helpful. Start connecting with the people in your RAP in an appropriate and meaningful way. Your RAP is a living document, and it should grow and change as you move forward. Keep an open mind and always be ready to make room for changes, it should organically push your boundaries. ©greenlightGiving

**Personal Contacts**

Family, friends and acquaintances, community groups, religious organizations, leisure groups

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|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

**Experience Contacts**

Co-workers (current, former), supervisors, managers, associates (clients, customers), volunteer colleagues

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|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

**Educational Contacts**

Alumni (high school, college, grad), teachers & professors, advisors, coaches, instructors, classmates

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| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

**Professional Groups**

Clubs, organizations, professional associations

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|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

**Professional Services**

Healthcare professionals, attorneys, realtor, landlords, hairdresser

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|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

**Media Sources**

Social media channels (LinkedIn thought leaders/groups), websites, digital media, print media

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|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

## Networking:

Learning to network will help you in your career development and achieving your career goals. Use the tips and questions below to help you create an effective networking plan.

It's about taking action to connect with your career interests

- Prepare
  - Determine your goals
  - Fine tune your pitch and practice good body language (SOLER)
  - Develop thoughtful questions
  - Follow-up
  
- Actions
  - Start with who you know
  - Join clubs and organizations
  - Conduct informational interviews
  - Job shadow
  - Get LinkedIn and connect with alumni opportunities
  - Find mentors
  - Be gracious and pay it forward

## Developing Your Pitch:

- A quick intro (name, year in school, relevant major/minor, relevant certifications):
  
- Plans for the future (“I’m interested in an internship/career in...”):
  
- Steps you’ve taken to get there (“Last summer, I interned at...” or “On campus, I am a member of...” or “Through a group project I...”):
  
- How the company/position fits into your plan and benefits the employer (“This summer I’d like to work for your company because... and I can contribute through...” or “I am interested in this specific position because...,and my experience...”):

## Ask Questions:

TIARA Framework and Sample Questions

- **Trends:** What trends have affected the way you've done business in the past year?
- **Insights:** What skills or attributes stand out about the strongest performers in your field?
- **Advice:** What advice would you give to someone who is interested in doing the work you do?
- **Resources:** What publications, thought leaders, or organizations do you use to stay informed on industry trends?
- **Assignments:** Can you share your main responsibilities and/or projects you are currently working on?