

NETWORKING WITH AN INTROVERTED STYLE

- 1. Respect your energy for people-time, whatever it may be**
Plan to rejuvenate, alone or with a trusted friend, before or after you've been meeting new people. Don't network every day or on days when you can predict your people contact to be heavy.
- 2. Try to use one-to-one networking**
To the extent that it is possible, capitalize on individual meetings with networking contacts. Chances are you will feel more comfortable and have a more meaningful exchange than if you are in a noisy and crowded environment.
- 3. Consider volunteering for a "job" when large group networking can't be avoided**
You may find that it is easier to make connections if you have a "job" to do in a large group networking setting. For instance, you could work at the registration table at a conference, volunteer to host a small group discussion, or offer to assist in another way that gives you something to do and still gives you a chance to meet a number of people.
- 4. Use e-mail to initiate the contact**
It is perfectly acceptable to use email to inquire about scheduling an informational interview or other networking meeting. In fact, some folks prefer e-mail to phone or face-to-face contact and may even prefer to respond to your questions using e-mail. The caveat is that a personal connection is preferable since it makes more of an impact, so do try to encourage a face-to-face meeting if possible.
- 5. Conduct as much "reading research" as possible before you network.**
Information is power and it helps you feel more confident when you approach a contact. Visit departmental web sites, ask for organizational reports or gather other promotional materials if you are exploring a particular job or department. If you are exploring a new career, you can read about "generic" career information on-line by visiting any of these sites:
 - *Occupational Outlook Handbook* <http://www.bls.gov/ooh/>
 - *Minnesota Careers* <http://mn.gov/mmb/careers/>
 - *ISEEK*: <http://www.iseek.org>
- 6. Write down questions and topics you want to cover.**
It's recommended that you write down questions you want to ask and/or topics you want to discuss in advance of the meeting. It's also OK to refer to your notes during the conversation. Just let the person know what you are reading and why.
- 7. If possible, plan your networking contacts according to when your personal energy is highest.**
Are you a morning person? A late afternoon person? Think about when your energy level for communicating is highest and try as much as possible to meet then.

