

### Before the Meeting

- Research the company and Connector in advance. Go to the company website and read about what they do. Be ready to ask questions. LinkedIn is also a great tool for this research.
- Confirm the meeting time, place and date. It is always a good habit to confirm the meeting a few days beforehand.
- Be on time. Be conscious of the Connector's time, as they are taking time out of their schedule to meet with you.
- Turn off all electronic devices: It is easy to forget this if your cell is usually on so please do remember to put it on silent before you meet the connector.
- Spell check every single correspondence and being a bit more formal is preferred. You will be corresponding with the Connector to set the time and place. Take as much care in this correspondence as you did with previous cover letters for your job search. Remember to use proper titles and closing (Best Regards, Sincerely) and then adjust formality slightly as needed.

### During the Meeting

- Dress professional.
- Bring a copy of your resume and take notes. Bring a notebook and pen with you, to write down valuable information or referrals given.
- Maintain eye-contact and be appreciative. Be sure to shake hands in the beginning and at the end of the meeting. If your religion forbids shaking hands with the opposite gender, then please mention that point. After the meeting, be sure to thank your Connector for their time and advice.
- Be professional. While there are no promises, this connector could be a potential employer so make sure to keep a positive, professional attitude. You may have had a difficult time making connections and/or finding work, but a connector meeting works best when you are upbeat and you focus on the present and future opportunities. It is only natural that discussing your personal lives may become part of the conversation; however, the focus should be on industry information and finding networking opportunities.
- Prepare a list of questions to ask. It is important to bring enough questions to fill a 30-minute meeting. Also make sure you start with questions that allow you and your Connector to get to know each other and lead up to questions asking about job opportunities.

### Sample Questions You Can Ask

- I have done a bit of research on your organization by looking over the website, but I am wondering if you can explain in more detail what your role is within the organization?
- About the work culture within their organization, and in this industry in [city]. (i.e., do people work in teams or more individually? Is the office formal or informal?)
- How can I learn more about workplace policies and corporate expectations of employee's performance?
- What do employers look for in a successful candidate in this industry?
- What is the training process normally like in this industry once I get a job?
- Where do people in your industry network?
- What are some opportunities/Career trends in your industry?

### The Most Important Part of the Connector Meeting

**“Can you introduce me to three other industry contacts that I could meet?”** If your connector does not suggest this by the end of the meeting, please remember to make this important request. They may provide referrals right away or choose to return to their office to send you those names. If a week passes with no referrals, contact your Program Officer or Coordinator to discuss.

### After the Meeting

- Thank you note. After the meeting, it is essential to send a thank you email within 24 hours, thanking the connector for their time and commitment to passing on referrals to you.
- Follow up. It is important to contact your referrals within 1-3 business days of receiving them so the idea is still fresh in their minds.
- Online platform. Make sure to fill out the program survey within 2 days of meeting with your Connector. Also make sure to update the system with any new connections you have made.
- Keep in touch. Keep us updated on your networking and job search process. Please let us know when you find a job.
- Refer. Do you have other friends, colleagues, classmates, alumni connections who would benefit from being a connectee? Please have them contact us.