NETWORKING CHECKLIST FOR GRAD STUDENTS & POSTDOCS

BEFORE THE EVENT

Get Organized
☐ Focus on a short list of alumni, professionals or companies you are interested in meeting with

Things to bring with you to an event include:
☐ Resume (for career fairs, recruitment events); Notebook or paper to take notes on (for on-campus networking events)
☐ Folder or portfolio to hold documents & pens
☐ Business cards (trainees can ask departments for business cards, GPS-BIOMED provides them to members)

Research & Prepare
☐ Use Google, LinkedIn and event marketing material to learn about the alumni, professionals or companies you plan to meet
☐ Write down a couple questions you want to ask them
☐ Prepare and practice your elevator pitch. If you get interrupted during the pitch, make sure you can answer the following:
  • Tell me about yourself
  • Why are you interested in the industry or company
  • What are your key strengths
  • What are you looking for (specific role, company or industry); What are your future career goals

DURING THE EVENT

Appearance
☐ Dress professionally and conservatively (review ‘Dress for Success’ recommendations)
☐ If provided with a name badge, wear it on your right side

Communication
☐ Have your elevator pitch ready, consider warming up by meeting a peer and practicing out loud
☐ Be aware of time demands and do not monopolize the time with repeated questions
☐ Be confident: introduce yourself with good eye contact, a firm handshake and a smile
☐ Actively listen: keep an open mind and consider advice/ideas/options that were not on your radar
☐ Close with: thanking them, asking about next steps or additional resources you can follow up on
☐ Consider stepping aside periodically to take notes, but do not huddle or sit with your friends

AFTER THE EVENT

Follow up
☐ Within 48 hours invite alumni, professionals or employers (who you made a genuine connection with) to connect on LinkedIn by including a personalized note
☐ If already connected, write a brief thank you note and reference your conversation
☐ Craft action items: apply to jobs, schedule informational interviews, research additional opportunities

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