

Student Guidelines for the Alumnae Directory and Networking

Questions that CANNOT be asked when reaching out to alumnae

- Cannot ask for money
- Cannot ask for a place to live/housing
- Cannot ask for a job/internship
- Cannot ask someone to circulate/pass on your resume

What reach out to alumnae CAN do?

- Building and maintaining lasting professional relationships
- It can be a one-on-one meeting or occur in a group setting
- You can learn about a career field, hear advice on getting started, get tips on your job or internship search
- You can discuss graduate and professional school paths
- Helpful when relocation

What MUST be done!

- Always say 'thank you' for their time
- Make it evident that their time is of utility
- Report back on progress made by information given by an alumna

Sample questions to think about as you make contact with alumnae

- Can you describe a typical day or week?
- What do you like most about your job and/or field? Least?
- How did you learn how to do your work? If you were starting out now, would you train in the same way?
- What makes someone successful in your field?
- How would you describe the culture at your organization?
- As you look back, is there anything you wish you'd known or that you would have done differently?
- What are your field's key professional associations?
- How do you keep current in your field? What should I be reading?
- What advice do you have for someone starting out?
- Do you have any job or internship search strategies to share with me?
- Can you suggest one or two other people I might contact? May I use your name when I contact them?

On-line handout for networking & informational interviewing

<http://www.smith.edu/cdo/students/handouts/informational-interviewing.pdf>