

**WORKING THE ROOM: HOW TO BE A SUCCESSFUL  
NETWORKER**  
*(Career Fair Survival)*

(Juniors and Seniors will be dressed professionally and will be passing out their resumes. You should be dressed nice and be there to absorb the atmosphere and gain confidence in networking. Once you have a “set routine” it will become much easier for you.)

1. It is expected that you will introduce yourself.

***Example:***

Extend your hand for a handshake, look the other person in the eye, smile, and say,

“Hello, my name is \_\_\_\_\_. I’m a (freshman, sophomore, etc.) in HTM.”

*(By telling the other person more than just your name, you are creating an opportunity to start a conversation.)*

2. When the person responds, listen for his or her name. You may want to repeat it in your reply.
3. Your first question should revolve around the person’s company, but be careful not to ignore the person’s role in that company.

“What does your company have to offer me?” or

“Tell me about your role in the company.”

4. Other questions might be:

“What qualities does your company look for in hiring a management position?”

“What types of opportunities are there for personal growth?”

“How is an employee evaluated and promoted?”

If the person is in the operations of the company - not a full time recruiter, you might ask the following:

“Why do you enjoy working for \_\_\_\_\_?”

“What are your responsibilities with \_\_\_\_\_?”

5. Be sure to obtain a business card before you conclude the conversation.