



Networking Etiquette Checklist

Please make sure you work with your clients on the below. See the following pages for a more detailed guide:

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Networking Etiquette Guide

What is a networking event?

A networking event is a place where employers and job seekers will meet to share information. Employers will briefly share information on their company, open positions, workplace culture, etc. They will then leave the remaining time open for questions. As a job seeker, you will ask the employer questions to learn more about specific job responsibilities and any other information you wish to know (ie. work hours, advancement opportunities, etc.). Example questions are below. You can also share more about yourself and past work experience that will relate well to the role(s) they are hiring for. Your goal is to stand out from the rest of the job seekers and leave a lasting impression on the employer.

Questions to Ask

Below are some good questions to ask employers during a networking event. You do not have to ask all of these questions and you may have questions not listed that you want to ask. YJC recommends asking each employer at least two questions.

1. What does a typical workday look like for **X** position?
2. Where are open positions located (ie. in the city, suburbs, etc.)?

3. How can I apply to **X** position?
4. What are the typical hours for **X** position?
5. What are some of the biggest challenges in **X** position?
6. What do you enjoy most about working at **X** company?
7. How long have you been working with **X** company?
8. How would you describe your ideal employee?
9. What do you expect from team members in **X** position?
10. What types of prior work experience transfers well to **X** position?
11. What is your company culture like?
12. What are your company's values?
13. Do you offer any sort of benefits?
14. What are your opportunities for growth?
15. What does the hiring process look like?
16. What makes someone stand out during their interview?
17. What does training look like?

Navigating Zoom

YJC's Career Fair will be operating on Zoom. Please make sure you have Zoom downloaded and it is updated to the most recent version: <https://zoom.us/download>.

Showing Your Name

Make sure your first and last name are visible and capitalized. Do not use a nickname, gamer tag, etc. as a name.

Breakout Rooms

Each employer will have their own breakout room that is open for the entirety of the event. Job seekers are free to move in and out of the breakout rooms whenever they would like. YJC recommends to not stay in the same breakout room for the entirety of the event. If you are interested in talking with all employers, spend no more than **5 minutes** in a breakout room.

Using the Chat Box

YJC recommends that you unmute yourself when asking questions for the employer. If you are unable to unmute yourself, you may use the chat box to ask your question. Remember, things said in the chat are not private!

Raising Your Hand

There may be multiple people in a breakout room with you, making it difficult to know when you can ask a question without talking over someone. YJC recommends using the "raise hand" feature on Zoom when you have a question. This will avoid having people talk over one another. The employer and/or YJC volunteers will call on you to unmute and ask your question.

Appearance

Treat this networking event as you would an interview, wear a nice shirt (ideally a button-down) and look presentable.

How to Appear on Camera

YJC recommends turning your camera on during the event. Make sure you are centered on the screen and your entire face and shoulders are shown. Do not position the camera so only your forehead, mouth, etc. is shown. Do not lay in your bed or on the couch during the event. If you are unable to turn your camera on, please make sure any profile picture you have is appropriate.

Where to do the Networking Event

Ideally, you should do the networking event in a quiet room with limited distractions in the background. We understand that may not be an option for all our clients. If you need to leave your home for the networking event, other spaces to go are: the library, a community center, YJC's office (if available), your car, etc.

If you are unable to leave your home during the event and have distractions, you can leave your camera off and ask questions via the Zoom chat box. You can also turn your camera on and alert the employer that there may be some background noise and to have them let you know if they are having trouble hearing you.

What Not to do During a Networking Event

- Do not eat on camera.
- Do not walk around with the camera.
- Do not "complain" to the employer (ie. do not say something like "I went to your store and an employee was rude to me" or "I don't like the things you sell").
- If you have friends in your breakout room, do not talk with them, goof off, or post inappropriate things in the chat.
- Do not be rude or sarcastic with the employer.
- Do not be the only person talking. If there are others in your breakout room, ask the 2-3 questions you want answered the most, then leave space for others to ask questions.

Tips & Tricks

- Update your resume before the career fair and do a mock interview with your YJC Career Advisor.
- Research employers and rank them by who you are most interested in talking with to least interested. Use this as a guide when going to breakout rooms (ie. go to your top employer first).
- Brainstorm questions you want to ask before the event starts. Have those questions near you in case you forget your questions.
- Share your information with the employer and ask for theirs in the chat (name, email, phone number). Write the employers information down so you do not lose it.

- If an employer asks you to follow-up with them when the event is over do so as soon as possible. If you need help constructing an email, your YJC Career Advisor or Employer Relations Manager can help!
- Be prepared to interview! If an employer likes you, they may interview you on the spot.