

Career Connections across Harvard

Tuesday, June 5, 2018, Noon - 3:00 p.m.

Milstein Conference Center, Wasserstein Hall, Harvard Law School

Preparing for the Networking Open House

With open networking events such as this, people wonder how to best prepare and how to start a conversation with someone you have never met before. Here is a checklist and follow-up resources to help you make the most of this event.

Preparing for the Event:

- Research the [websites](#) of any school or units you are hopeful to connect with. Notice key news items, headlines, major projects.
- Prepare 1-3 questions you would want to ask representatives. Some possible questions might be:
 - What makes people successful at this school or unit?
 - How would you describe the culture of your school or unit?
 - What do you most like about working at this school or unit?
 - What makes your school or unit unique?
- Prepare your “elevator pitch”; the elevator pitch is a 45- to 60-second quick summary of your skills and experience and also includes a bit about what you are interested in. Completing the [“Tell Me About Yourself Template”](#) can help you formulate your elevator pitch.
- Dress professionally (not a suit, but work appropriate).
- Bring several copies of your resume or business cards with contact information.

At the Event:

- Some schools or units may accept resumes. Some may not. This will be at the discretion of each school or unit. *Do not leave a resume unless you are invited to.*
- Have a positive attitude, upbeat tone of voice, good eye contact, firm handshake.
- End the conversation graciously and move on (keep the length of the line behind you in mind).
- Take good notes – jot down any key information from people you spoke with.
- Remember to thank people upon leaving.

After the Event

- Follow-up with any connections you have made during the event.
- If you learned about a school or unit of interest, set up a job search on ASPIRE to be notified of open positions in that school or unit.
- If you find an open position for which you would like to apply, check out the [Preparing as an Internal Candidate Checklist](#) to make sure that you are ready to apply.