



Office of Career and
Professional Development
Student Academic Affairs

Networking at a Mixer

**In collaboration with First Generation Support
Services**

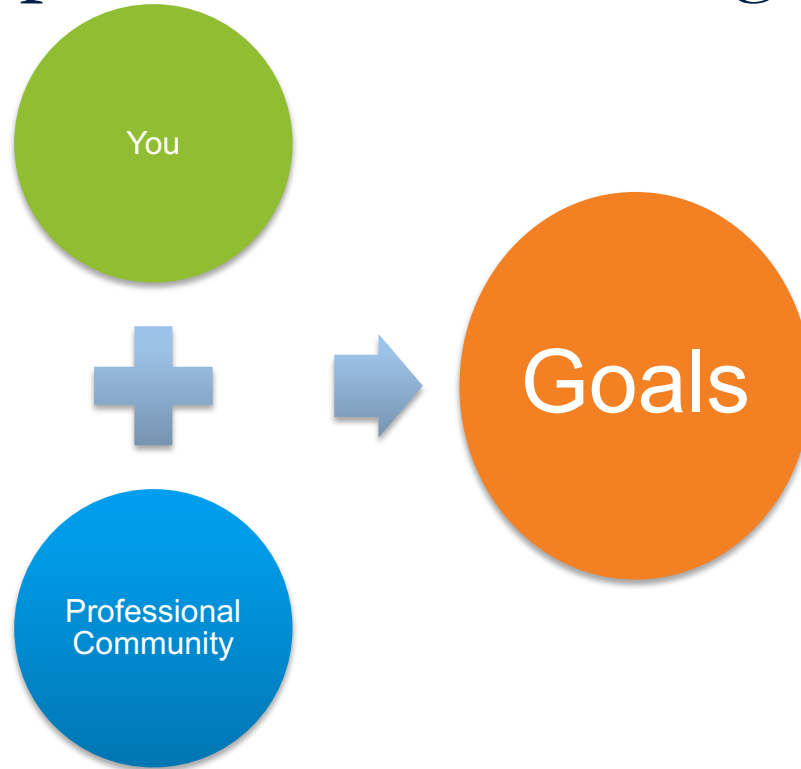
Sara Ayazi, MS, JD

Learning Outcomes

- ❑ Define networking and articulate your goals
- ❑ Recognize how to enter and exit networking conversations
- ❑ Summarize best practices for virtual networking
- ❑ Identify how to build professional relationships

The purpose of networking

The Purpose of Networking



Your Academic/Professional Goals

Specific Goal

Who do I want to
meet?/Where do I want
to meet them?

What specifically do I
want to know?

Your Academic/Professional Goals

Specific Goal

- Figure out how whether pursuing a residency in pediatric dentistry is a good fit for me.

Who do I want to meet?/Where do I want to meet them?

- Pediatric dentists or current residents at the First Generation to College Community Reception and Pediatric Dentistry Lunch and Learn.

What specifically do I want to know?

- What led them into pediatric dentistry?
- What skills and experiences are needed to succeed in the field?

Your Turn!

- What are your 1-2 current academic or professional goals?

My Goal	Who do I want to meet?	What specifically do I want to know from them?	Where do I want to meet them
Explore what it's like to work as a medical science liaison	2-3 UCSF alums who work in this field	Learn about a typical day/week for a medical science liaison	First Gen to College Community Reception

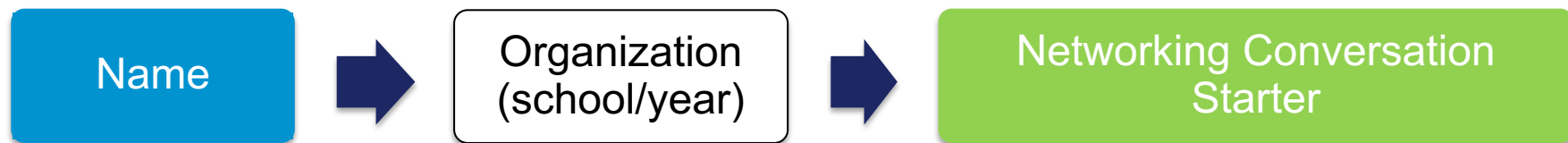
Recognize how to enter and exit networking conversations

Initiating a conversation with someone in your professional community

When preparing for a networking event, there are **two things** you need to know how to do:

- ❖ Start the conversation
- ❖ Exit the conversation, gracefully

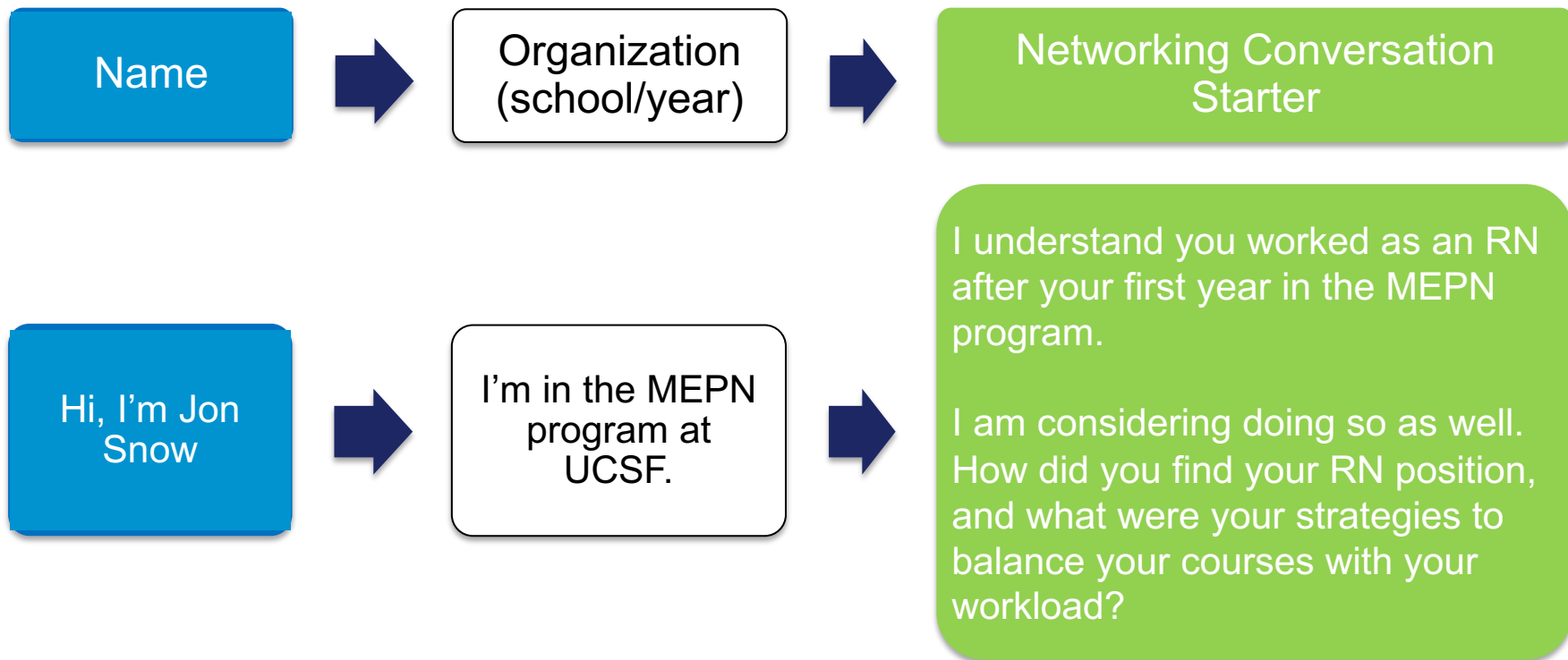
How to enter a conversation



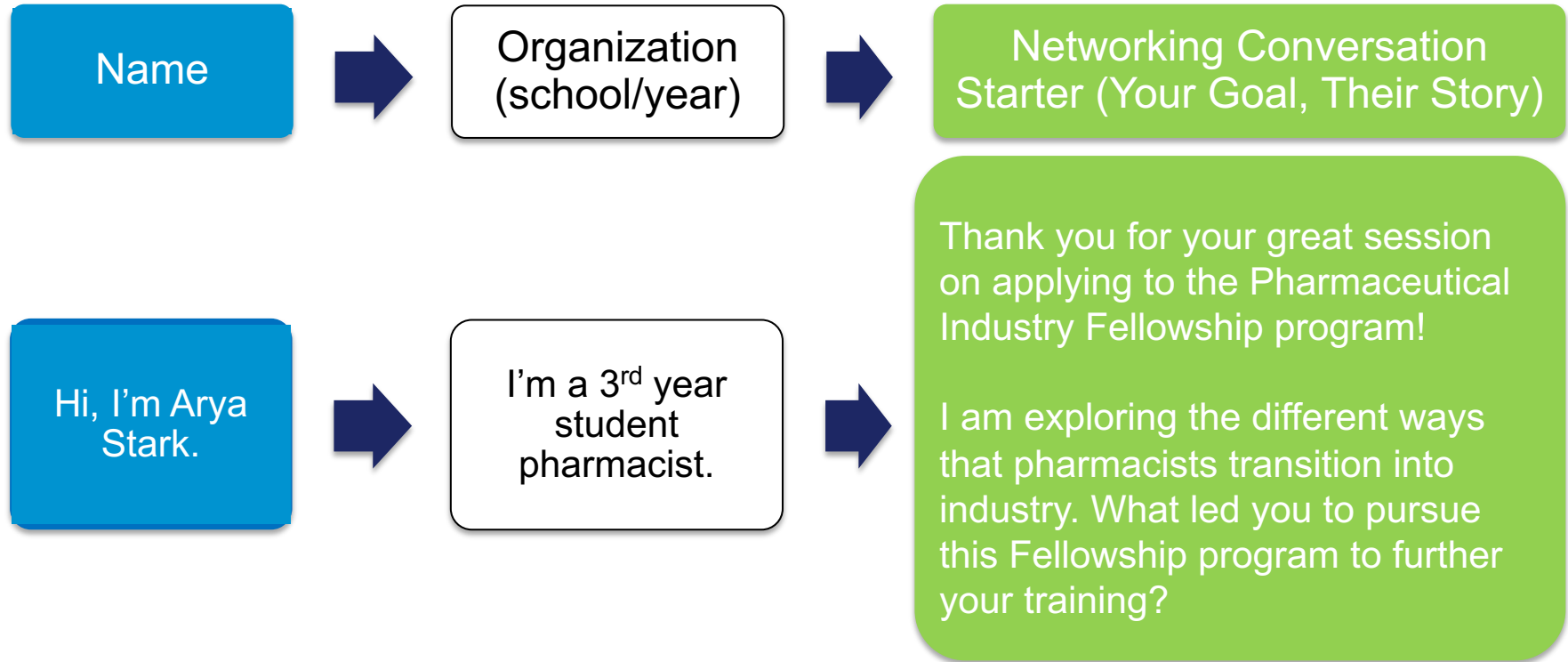
*Remember,
To get to your goal,*

*In the beginning focus
on their story.*

Entering a Conversation...at a Reception



Entering a Conversation... at an Information Session



Your Turn: Starting a Conversation



*Remember,
To get to your goal,*

*In the beginning focus on
their story*

Ending a Conversation, Gracefully

- ❖ Winding down a conversation could take between 1-5 minutes
- ❖ Give a person time to register the conversation is ending
 - ❖ Smiling
 - ❖ Thanking them for their time
 - ❖ Asking how they can keep in touch

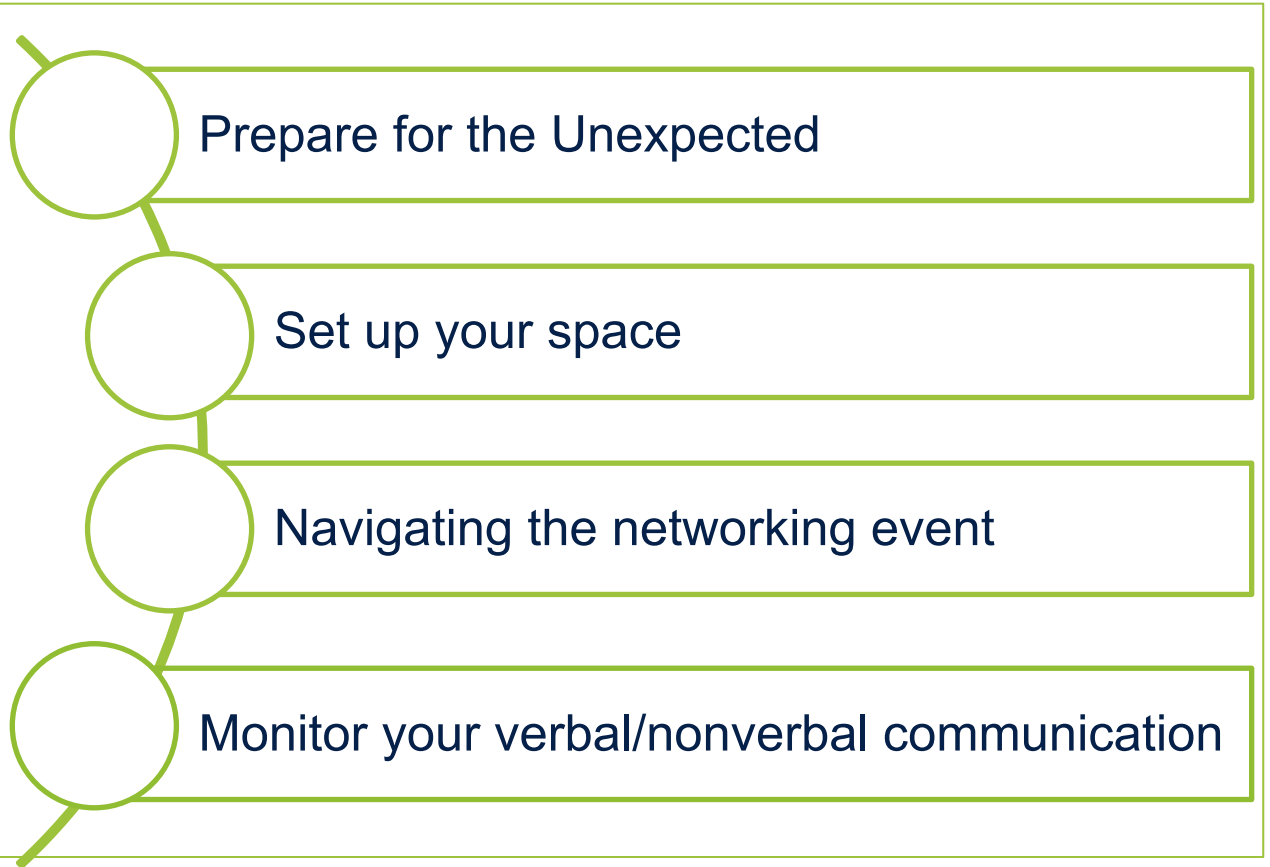
Language: Ending a Conversation, Gracefully

A General Ending

- ❖ Thanks so much for your information/advice. It would be great to keep in touch. What is the best way to contact you?
- ❖ Thank you. I'll follow up with you by email before next week.
- ❖ It was great talking with you! It was helpful hearing what criteria you used to evaluate internship programs and what questions you asked during the interview. Thank you!
- ❖ I'm sorry to interrupt (because this is interesting), but I need to connect with Dr. Lannister from the Winterfell Lab before the end of the event. Thank you so much for your time and I look forward to staying in touch.

Best practices for virtual networking

Best Virtual Networking Practices



Remo Platform



Prepare for the Unexpected

- ❖ Test your tech before the event
- ❖ Mute/close all applications on your computer
- ❖ Prepare what to say when an unexpected issue comes up
 - ❖ Unexpected issue: "My apologies. I see something I need to handle. Could you please excuse me for a moment?"

Set up Your Space

❖ Lighting:

- ❖ Face a lighting source

❖ Background:

- ❖ Find a distraction-free background

❖ Camera:

- ❖ Set up the camera so that it is eye level

❖ Sound:

- ❖ Wearing headphones can help prevent echoes

Navigating the Event

- ❖ **Wear a “virtual nametag”:**

Monica Gellar, School of Pharmacy, Class of 2022, she/her/hers

- ❖ **Take notes**

- ❖ **Take a wing person**

Monitor Your Verbal/Nonverbal Communication

- ❖ Smile!
- ❖ Sit up Straight
- ❖ Make eye contact with the camera
- ❖ Convey enthusiasm through the tone of your voice

Your Turn: Give Feedback on your Partner's Verbal/Nonverbal Communication

Take turns practicing entering into a conversation
(Name/Organization/Networking Conversation Starter)

Provide the speaker feedback on their verbal/nonverbal communication. Did the speaker:

- ☐ Smile
- ☐ Sit up straight
- ☐ Make eye contact with the camera
- ☐ Convey enthusiasm through tone of voice

Building professional relationships

Keeping in Touch

- Feb.** Initial conversation at Reception.
Thank you for sharing your experience and advice when applying to physical therapy residency programs. I look forward to keeping in touch!
- May** Thank you for suggesting X resource. It was helpful because of...
- Sept.** One of my professors referred me to a resource that I thought you would find interesting...
- Jan.** Hope you are well! Are you planning on attending the **First Gen to College Community Reception** this year? This is a brief summary of what's going on for me now...

Next Steps

Explore resources, programs and appointment services at **career.ucsf.edu**

1. **If you would like to have a more in-depth discussion of networking or practice your networking skills**
2. **If you would like more resources on how to network effectively**
3. **If you would like to find more ways to expand your professional community at UCSF**

- Schedule a 1:1 appointment with the Office of Career and Professional Development (OCPD)
- Check out our online resources on the OCPD website (search “networking” in the search box)
- Join UCSF Connect--www.ucsfconnect.com