

Get Noticed!

Your Career Networking Etiquette Quick Reference Guide

As a UBC Sauder School of Business student, you'll be attending many exciting networking events, engaging in career-enhancing networking opportunities, and meeting with prospective employers, industry experts, and making many other types of career connections. We've assembled a quick summary guide to support you as you network.

The Hari B. Varshney Business Career Centre can provide individualized support with any of your networking or career-related questions. Book an appointment with your MM Career Manager if you would like any further information or support.

1) **Prep for your Networking Opportunity: Get informed**

Know the details: Ensure you have all the details in advance to ensure you can show up early, dress appropriately for the setting, and bring everything you need such as documents and information requested accordingly.

Know your contact(s): Research individuals/companies with whom you're meeting in advance. Check out company and professionals' LinkedIn and other social media pages. Read about the company. Prepare questions to ask in advance.

2) ***What to bring:***

ALWAYS BRING YOUR BUSINESS CARDS & NAME TAGS (when needed!)

➔ If it's a networking event such as a company info session on campus, make sure you bring your name tags.

➔ **Notepad/pen:** always bring something to take notes (*some events do not allow cell phones/laptops. Always make sure you bring a note pad and pen*).

➔ **When to bring a resume:** Some networking opportunities will ask attendees to bring a resume. Ensure you print off a few copies of your most current resume and put your resume into a professional looking portfolio / folder. Only provide your resume when asked as you do not want to come across as over confident and/or demanding!

3) ***What to wear:*** Check the event description to determine the appropriate attire. Typically, it will say **business formal** or **business casual** in the event page.

Want to know more? Check out our guide on [Professional Business Attire!](#)

If you're attending a 1-on-1 networking opportunity such as an info interview, wear what the person you're meeting typically wears to the office. If it's a tech company with casual attire for example, match the company's business code. If it's a consulting firm, ensure you dress in business formal wear to match the working environment/culture of the firm. If you have questions or concerns – don't hesitate to contact a member of the MM Careers team.

4) ***Arrive on Time!***

If it's a networking event (e.g., Company Info Session), arrive no later than 10 minutes prior to the event start time. This means you ensure you've given yourself plenty of time to secure transportation/parking arrangements, find the building/room, register/sign-in, and get settled in time for the speaker to begin. At times you will have a great opportunity to network prior to the session and introduce yourself to the speaker, industry contacts or your peers, so it's highly recommended you arrive early.

a. **What if I arrive late?**

If there's someone who is taking your information at the door through sign-in/registration/other kiosk, apologize for your lateness. Ask if it's possible to enter the room, and when it's appropriate to enter. Let the person at the door take the lead and usher you to your seat. Remember, it doesn't look good to show up late. Prospective employers will take notice. **In addition, you may be violating the [no-show policies](#) by showing up late. If you show up later than 10 minutes after the scheduled start time, this is considered a no-show.**

- If you arrive later than 10 minutes after the scheduled start time, it depends on the format of the event. If it's a formal event with assigned seating, or if there are breaks in the programming, you may be able to still attend. **However, your attendance will be considered a no-show if you registered on COOL.**

b. **What if I'm running late to an in-person meeting?** (e.g., a smaller, informal networking opportunity such as an info interview, focus group, board meeting or roundtable discussion).

Always contact the person with whom you're meeting or event organizer as soon as possible to give them a heads up you're going to be late, and give them the approximate timeframe for when they can expect you. In addition to a phone call, if you can't get through via telephone try to email/text to make sure the message gets through. If you still can't get through to the person, consider calling their front desk line to speak to their receptionist. **They need to know you're running late so you don't waste their time, and they can re-schedule the meeting if necessary.**

5) **Get Noticed: Make Connections**

- Be confident in making connections and asking relevant questions
- Approach key stakeholders and make an introduction (remember eye contact and handshakes!)
- Ask your new connection relevant questions based on the content and your research.
- **Quality over quantity:** it's better to make a few solid connections than trying to meet everyone in the room

6) Ask the right questions

Things you should never ask:

- Salary/benefit information of the person you're speaking with
- Proprietary/confidential information about the company
- Personal questions of the person(s) you're speaking with, unless they take the lead.
 - For example, if they ask about your family, it may be appropriate to ask them the same questions. However, it's not a best practice to lead with personal questions. It may be a great way to get to know the person on a personal basis so that you can find common connection, set yourself apart from others who may be speaking with the person, and to let them in on your work/life balance for example (for them to get to know the real you and how you like to spend your time), but ensure you're asking appropriate questions.

7) Follow-up

- a. Always follow-up within 48 hours with those you connected with and exchanged business cards (email is preferred).
- b. Add your new contact(s) to your LinkedIn profile to further enhance your personal network and keep in touch!