

CONNECTING with your community and PREPARING for your future

Connecting with your community members and getting to know others can be scary. Remember, you are part of a community and have skills and talents to offer employers and others!

Here are some tips and activities for connecting with your community to increase who you know and who knows you!

When looking to **GET TO KNOW OTHERS** and **LEARN** what you are interested in for a community Job **REMEMBER YOU CAN:**

- Talk with people you know about what they do.
- Let everyone know you are looking for employment.
- Ask people if they know anyone who would be willing to talk with you about community employment. Ask if they would call the person and introduce you, if you can use their name when you call to speak with them, or if you can use them as a reference.
- Volunteer or join groups that have activities that interest you.
- Ask one or more businesses if you can tour their company to learn more about them or their employees' jobs.
- Contact businesses to set up job shadows.
- Ask one or more businesses that interest you to do a working job tour (to try out jobs).
- Visit your local job center.
- Ask for an informational interview. This is a meeting where you can ask questions and get advice about careers, the business, and the culture of the workplace. You can also show the employer your skills and talents.

***Other ideas for you to meet people:*

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HERE ARE SOME THINGS TO THINK ABOUT: Who can help you connect to others?

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Using **SOCIAL NETWORKING** to **CONNECT**:

- When posting online, be careful, nothing is private.
- Do not post anything that you would not want an employer to see.
- Check your profile regularly to see what comments, pictures, and links have been added.

GETTING READY to **CONNECT**:

Write out what you will say. What questions will you ask?

Say it over and over. Practice with someone who can pretend to be the person you will meet. This is called role playing and can really help you feel more comfortable and confident.

Prepare yourself on how to leave a message if you call and the person does not pickup or is not available.

If you are meeting with someone to get information about the work they do or a particular company, visit the company's website (if they have one) to learn more about it ahead of time.

Think about the company's dress code and dress the same or better.

Hygiene is important. Remember to shower, brush your teeth, use deodorant, and comb/style your hair.

Do not wear perfume or cologne, because some people are sensitive to fragrance.

Bring something to take notes - a pen and paper, a tablet, mobile phone, etc.

Plan to share what you are good at and what you are interested in.

Adapted from Teaching Networking Skills: Paving a Way to Jobs and Careers, Skills to Pay the Bills: Mastering Soft Skills for Workplace Success & My Employment Planning Workbook

