Are Your Networking Skills O.K.?

NETWORKING IN THE 90’s

Networking has been around for many years. It is a dynamic, ever-changing process and skill that will be around forever. Networking is also an activity that must be maintained through constant use. With this in mind, there are 10 basic rules each of us should follow for successful networking. When you get a chance sit down, review the rules and determine which rules you already follow and which ones you need to improve upon.

1. BE OPEN-MINDED
Being open-minded is probably the most important rule to networking because networking is a continuous process of meeting others. Even if you feel you already have a strong, full network of contacts in your field, be open-minded to casual contacts that may lead to something in the future. If you are out and you meet a group of professionals that may not have any relation to your field, still exchange business cards. You never know when the cards you collect so casually today will lead to something important tomorrow.

2. BE PREPARED
Be prepared to network. Carry enough business cards or brochures when you need them. When you go to a function, professional or personal, ask yourself beforehand what you want to obtain from this function in terms of networking as well as what you are willing to give. Always be ready, willing, and able to network.

3. TREAT THOSE IN YOUR NETWORK AS EQUALS
Networks are not like bureaucracies. There is no hierarchy or ranking when you are networking. Treat all individuals the same.

more on page 2
Networking in the 90s continued

4. CHOOSE MEMBERS BASED ON INFORMATION, NOT POSITION
The goal of networking is to share and acquire information. It is important to know who can get the task done regardless of their position. Likewise, know who has the real power in an organization.

5. DON'T BE AFRAID TO ASK
After you have built a strong network by gathering a huge card file of names, numbers and descriptions of people who could help, don't be shy. Call these people and ask for their assistance.

6. DON'T WASTE YOUR RESOURCES
This rule is to remind you not to use your resources the wrong way. You can misuse the members of your network only once before you find that they may not make themselves available to you.

7. GIVE WITHOUT EXPECTATION
Although you hope to reap some reward at a later date, do not make doing so the only reason that you network. Share your information gladly, without always questioning. If you give of yourself only because you expect something in return, you leave yourself open for disappointment and can cause ill will between you and another member of your network.

8. SAY THANK YOU
Express your appreciation. If someone is helping you via networking, be certain you let him or her know how much you appreciate it. Send the person a thank you note or a small gift. Likewise, follow-up with the him or her to inform them of the outcome of their help.

9. SET REALISTIC AND ACHIEVABLE GOALS
Don't expect others to do all your work for you. No matter how good of a contact, he or she may be, there is only so much they can do. You are in control of your life so remember to make decisions that will contribute to your success and productive in life.

10. BE COMMITTED AND DETERMINED TO DO WHATEVER IT TAKES
Networking requires commitment and patience. It is an on-going process. You cannot build good networking relationships instantly. Additionally you need to be determined and realize that not everyone is going to be interested in networking or willing to offer you a hand.


Is there a job opening at your place of business?

Send it to the CT Valley WTS Job Bank:

c/o Laura Dowaliby
The Rideshare Company
108 Charter Oak Ave.
Hartford, CT 06106

or fax it: 522-8445

Any questions
just call:
525-8267
Job Bank Openings . . .

Note: This month we received a number of job openings from the State of Connecticut. As you will see, these jobs are not necessarily in the field of transportation. We have decided to include them here to provide a little diversity! This is just a sample of the job openings that are in the Job Bank, for more jobs call Laura or Adrienne at Rideshare: 525-8267.

Greiner, Inc., a national engineering and architectural design firm is seeking a Mechanical Engineer with three years experience in HVAC Systems design, sizing and layout for commercial and institutional building. Applicants must be proficient in AutoCADD. B.S. degree required. Greiner, Inc. offers a competitive salary and comprehensive benefit program including medical/dental, life and disability insurance and profit sharing incentive savings plan for retirement planning. For consideration apply: Greiner, Inc., 11 Fairfield Boulevard, Wallingford, CT 06492. Tele. (203) 265-6741. EOE

The State of Connecticut is seeking a Regional Ombudsman. Example of duties: Investigates suspected cases of abuse, neglect, exploitation and abandonment of elderly people; determines corrective action needed; makes referrals to appropriate agencies; initiates emergency actions such as transportation to hospital or priority placements; investigates nursing home referrals, including poor resident care, violation of waiting list policy, violation of patient's rights etc.; assist in selection and training of patient advocates; monitors Department of Public Health and Addiction Services licensed facilities for compliance with regulations. Salary range $36,173 to $44,082. Application Form PLD-1 must be obtained from the State Recruitment/Test Center of the Personnel Division, Department of Administrative Services or at any one of the offices of the Connecticut State Job Service. Return application to Personnel Division, Room 411, State Office Building, 165 Capitol Ave., Hartford, CT 06106-1630. Job Closing date is December 16, 1994. AA/EOE

The State of Connecticut is seeking a Consumer Information Specialist. Job responsibilities include: independently performing a full range of tasks in investigating, negotiating, mediating or researching consumer complaints. Experience: Five years in technical public contact capacity in governmental regulatory agency or large business organization. Salary range $31,887 to $38,079. Application Form PLD-1 must be obtained from the State Recruitment/Test Center of the Personnel Division, Department of Administrative Services or at any one of the offices of the Connecticut State Job Service. Return application to Personnel Division, Room 411, State Office Building, 165 Capitol Ave., Hartford, CT 06106-1630. Job Closing date is December 16, 1994. AA/EOE

The State of Connecticut is seeking a Physical Therapy Supervisor. Job responsibilities include: Supervision of a physical therapy
Job Bank Openings ... continued

program for physically, mentally and/or developmentally disabled clients. Must have two years experience as a physical therapist and be licensed in the State of Connecticut. Salary range $39,764* to $48,311 (*In addition there is a yearly bonus of $2,000 payable bi-weekly.) Application Form PLD-1 must be obtained from the State Recruitment/Test Center of the Personnel Division, Department of Administrative Services or at any one of the offices of the Connecticut State Job Service. Return application to Personnel Division, Room 411, State Office Building, 165 Capitol Ave., Hartford, CT 06106-1630. Job Closing date is December 16, 1994. AA/EOE

National Job Bank Information...

WTS has a National Job Bank. If you have a modem, you can access it directly by dialing 1-510-653-7265. Or, you can contact the WTS National Job Bank Chair: Shelby Tedesco, Transportation Engineer, JHK & Associates, 2000 Powell St., Ste. 1090, Emeryville, CA 94608. Tel. (510) 428-2550, Fax (510) 655-5730.

Local Job Bank Information...

If you would like a complete listing of job openings in the WTS Connecticut Valley Chapter Job Bank, simply call Mary Dyer or Laura Dowaliby at The Rideshare Company in Hartford, at (203) 525-8267. We'll be happy to fax or mail you a copy of all the current positions available.

Try your luck!
Friday night, February 3
at

Hop on the WTS bus and check out Foxwoods in Ledyard. Tickets are $28 and they include a luxury coach roundtrip bus ride, buffet dinner, $3 in pull tabs and $2 in keno chips. For information about tickets, departure places and times contact Shirley Gralnick at 628-7539 or 828-0511 ext. 21.

Proceeds to benefit future WTS program events.

WTS Connecticut Valley Chapter
P.O. Box 290164,
Wethersfield, CT 06109

JOB BANK UPDATE

Brooke Hoberman
Employer Services Coordinator
RideWorks of Greater New Haven
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New Haven, CT 06511