Steps to Networking and Building Pace Contacts Using LinkedIn

Now that you have created a LinkedIn profile (www.linkedin.com), it is time to start building your connections within the Pace University Community.

☐ 1. Make sure Pace is part of your Profile
Complete profile fields and highlight your Pace University affiliations: Education (ex. Pace University); Summary (ex. “Junior with a major in Marketing and Concentration in Advertising”); Current and Past Experience; Additional Information; Contact Settings.

☐ 2. Add Pace connections
Click on the Send invitations button to request the new contact to accept your invitation to connect. Use the keyword “Pace University” to connect to individuals in the Pace Community. Connect with your career counselor, Dr. Barry Miller, faculty, classmates, colleagues, co-workers, personal friends, family, etc.

☐ 3. Join Groups affiliated with Pace
Below are some of the many Pace affiliated groups you may want to join. To find more, use the search function under “Groups” and type in “Pace.” Use the Group’s Discussion tab or the Answers tab at the top of the LinkedIn page to ask questions and add comments.
Groups to join:
- Pace University Career Services, Alumni, Faculty and Staff
- Lubin School of Business – Pace University
  - Lubin School of Business Mentoring Program (Subgroup)
- Pace University – Seidenberg School of Computer Science and Information Systems
- Pace University Dyson Society of Fellows
- Pace University International Alumni Career Advisors Network (PIACANET) – specifically for International students

☐ 4. Conduct Informational Interviews with professionals in the Pace community
You can use LinkedIn to contact professionals within the Pace community to set up informal meetings where you can gain information about a profession/career or learn how to prepare an approach to finding a job. It is important to seek out advice and make connections rather than asking for a job. Get to know contacts in the Pace community and network like a professional!

☐ 5. Educate yourself with Resources from Pace Career Services
The Career Services website is full of helpful guides and information on LinkedIn, tips for networking and informational interviews, and more! Everything you need is just a few clicks away. Even better, you can get individualized assistance by scheduling an appointment with a career counselor by calling 212-346-1950. We look forward to helping you build your LinkedIn profile to work toward greatness!
Questions to Ask in Informational Interviews

It is important to plan ahead for your networking meeting. The following is a list of questions to ask on a networking meeting. Some will be of importance for entry level, some for career changers and some for experienced professionals.

What is the Work Like?
- Describe your typical workday.
- What are the skills required in your position? Technical, Interpersonal and Administrative.
- What are the most challenging parts of your position?
- What are the overtime requirements?
- What do you enjoy most about your job? Least?
- Would it be possible for me to spend some time observing you work?

State of the Industry
- What is happening in the near future in this field or industry which may impact future prospects for a position?
- Who are the most important people in this industry today?
- In this industry which companies encourage diversity?
- Why do people leave this industry or field?

Financial and Advancement Opportunities
- How did you break in to this field?
- Describe your career path?
- Is the career path the same or different today?
- What compensation could I expect in this field? Entry Level? 3-5 years out? Long term?
- What is the background of senior level executives in this firm?
- How long does it generally take to rise on the top in this profession?

Skills and Experience
- What are the qualifications for a new hire?
- What types of positions would I be qualified for given my education and experience?
- What do you think of my resume? Any suggested changes?
- Do I require any further education or training prior to proceeding on my job search?
- Do you know anybody at any of the companies that typically hire people like me? Can I contact them and use your name as a referral? (I would be contacting them for information, not with the expectation that they knew of a position for me)
- Can you suggest any professional organizations I should join or publications I should read to broaden my knowledge?

Fit in Company or Profession
- What lifestyle issues would I confront, such as late nights, weekends and travel?
- What personal attributes are necessary for success in this company? Profession?