

March 2021

Leveraging the MU Alumni Association Throughout Your Journey - Pilot webinar

The following are some key points shared by members of the MU National Alumni Board with Urban Scholars on these topics: networking, negotiating, work experience, and intentional pathways.

Networking: Beyond the initial conversation

Know it: It's primarily about nurturing relationships. It's NOT only when you need something; walking into rooms of strangers and schmoozing.

Just check In: "The secret to building genuine relationships is showing up"

"Everything we do right now — from sending emails to making calls to sending texts — is more important than ever. How we make people feel now is going to linger longer than these turbulent times" - Networking expert Kelly Hoey

Consider

- What relationships can you reactivate?
- What small things you can start doing daily to strengthen, reignite, and warm up relationships?
- What to say: ask for help, say thank you (for previous help), pass on an article/podcast that might be of interest

Get personal

- Wish someone a happy birthday on Facebook
- Repost someone's post on LinkedIn
- Send a text to say 'hello,' or an article you think that may be of interest to them.

Use LinkedIn well

- When did you last update your profile?
- How often do you like or comment on someone else's post?
- When you ask to connect, how often do you include a personal message?

Additional Reading

<https://www.pcma.org/networking-tips-covid-19-pandemic-kelly-hoey/>
<https://hbr.org/2021/02/research-were-losing-touch-with-our-networks>

Negotiation: Creating Win-Win Scenarios

Definition

The ability to get somebody to move just a little bit off of what they would prefer to do. We all do it all the time: from choosing a restaurant with your family to asking for a raise from your boss.

Tips

For negotiating compensation when leaving one job for another or asking for a raise/promotion...it's harder to "negotiate" pay for your first job after college, but always be prepared and don't be afraid to say what you would like to be making in a year or two.

- The more time you spend preparing for your negotiation – *doing research and thinking about what outcome you want* – the better it's going to go.
- Preparation:
 - Write down your story
 - Your skills and accomplishments that relate to job you're pursuing
 - How you can add value to the job, organization...tip: what are they missing that you bring? What is their "pain" you can relieve?
 - Include examples of how you added value in other jobs.
 - Create a negotiating mindset:
 - You are worth what you're asking for: Use your story to build your confidence.
 - You are pursuing a mutually beneficial outcome: win/win
 - Research
 - What similar positions pay in that market.
 - How well the company pays
 - Talk to current or past employees
 - Use online sites that share pay data
 - Find out where your prospective boss feels the most pain you can help ease or has the greatest need (goals, values)
 - Practice what you're going to say – and possible responses
 - Write a script or talking points
 - Your skills
 - Your accomplishments – 2-3 strongest
 - How you can add value – focus on their biggest pain point or need.
 - What you think you are worth – compensation (base + bonus/options)
 - Identify other "rewards" you want or may ask for if you don't get the pay you want, e.g., flexible schedule, paid time off, education benefits, etc.
 - What they may say and your response to that
 - Role play scenarios with a friend or family member
- Making the ask

- Best to do in person or by video so you can read their body language and emotions to get a sense of where there's wiggle room.
- Start off with a positive conversation and use active listening to assess where they're coming from. Build trust and rapport.
- Clarify the responsibilities of the job.
- Present your accomplishments and what value you can add – keep it brief, but strong.
- State what you want.
- One response: "It's not in the budget."
 - Acknowledge these are tough times.
 - Ask for an opportunity to review comp 6 months into the job.
 - Ask for other "rewards" possibly in lieu of more comp

Maximizing Your Experiences: Co-ops, Internships and Student employment

Consider

- How to communicate with your supervisor
- Do I have enough responsibility?

Understand the culture

- Gravity of role – Is excellence expected for a receptionist?
- Be present regardless of role.

This will likely be your first "professional" work experience

- It will allow you to overwrite your high school job, babysitting or dog walking experience on your resume.
- It is an opportunity to see if this particular vocation or career is something that you are passionate about or maybe be a complete turn off. Either way that is a valuable insight early in your career.

How to work

- Show up early
- Be willing to stay late
- Volunteer for every interesting task that comes along
- Carry a notebook/diary and take notes
- Treat everyone with respect and dignity
- Pay attention to everything
- Identify the highly trusted, high performers that are recent college graduates
- If you are excelling at your defined role and still have time or capacity to contribute more, tell your supervisor and your HR representative.
- Make friends with them and mirror their work behaviors
- What are the cultural norms of the specific organization?
- Does it align with your values?

- Introduce yourself to everyone.
- Get comfortable with being uncomfortable.

Building Intentional Pathways from Freshman to Senior

Consider

- **Purposeful actions yield better results:** better projects, quicker promotions, higher salaries - more opportunities!
- **Experience is a differentiator:** internships, work experience, leadership roles, volunteerism, active participation in professional development ie webinar, conferences, etc

What does it look like to be intentional in my career?

Work backwards – what are your goals? Make a plan to get there.

- Utilize career services
- Talk with mentors – use your network!
- Have a plan (ie where would you like to work, who do you know there/can you find a connection there?)
- Do your homework – read books, take quizzes, etc
- Be open to feedback and be self-aware!
- Look at every opportunity as an opportunity to learn and grow

Bad resumes have pictures, objectives, fonts, job hopping, fluff, misspellings, tasks vs results and action verbs (developed/implemented vs. responsible for)

Good resumes have a summary of qualifications, are easy to read, highlight promotions in a company, are error free, focus on results and relevant experience and are tailored to opportunity and therefore may require having different versions.

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