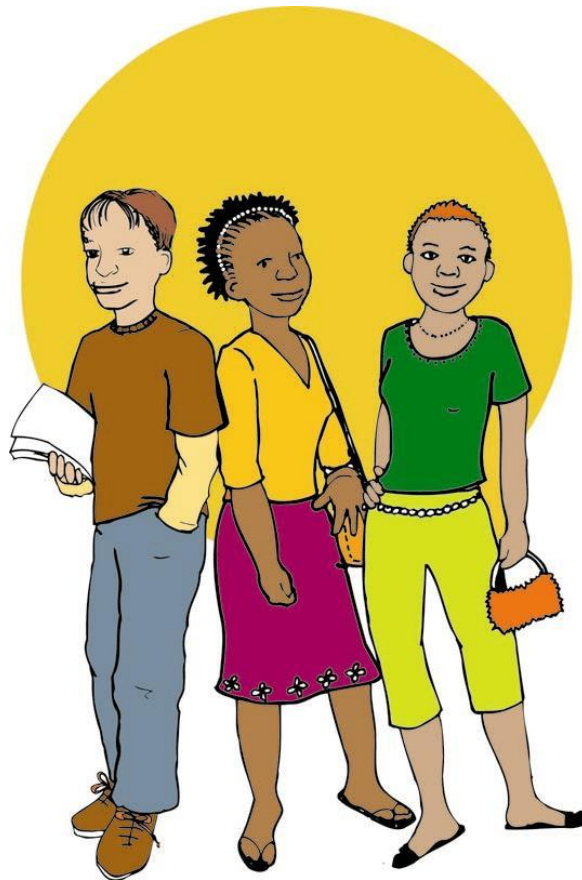


## Networking skills

Part of the job hunting process requires that you get out there and network with people. *Hit the road* and speak to people. *Get involved* in an organization and learn new skills. Develop new contacts that may provide you with a new opportunity.

- Learn the importance of family and friends as part of your network
- Speak to people and ask the right kind of questions
- Learn about volunteering for work in order to increase your range of contacts
- Get involved in doing things you enjoy.



## Learning Area: Life Orientation

### Learning Outcome: Careers and career choices

#### *Additional Resources: Job Hunting Skills*

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### **Meeting People**

The job hunting process begins with meeting people:  
Meeting people can only happen if you make yourself available

Networking can happen anywhere:

- Different people social occasions
- Youth group, religious organizations, choirs or societies
- Family friends and relatives

Ask people about the jobs they do. It is always good to ask the *right* questions:

- How did you get started?
- Are there any people you can recommend I speak to?
- Are there any organizations that you can recommend?
- Where do you see a person like me fitting into this field?
- What are the most necessary skills for the job?
- How do I get hired for such a position?
- Would you mind if I kept in touch with you?

**Make a list of all the people you know personally who could help you to find a job:**

| Name of person | Where they work | Contact number |
|----------------|-----------------|----------------|
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Learning Area: Life Orientation

Learning Outcome: Careers and career choices

*Additional Resources: Job Hunting Skills*

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### **Volunteering**

Volunteering is an excellent way to get to know people and make new contacts.

A way of gaining knowledge and experience

A way of building up a track record – On your CV

A way of building up your self-confidence through building the community

| Name of organization | What do they do? | Contact number |
|----------------------|------------------|----------------|
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