



STEPS:

1. **Identify Contacts:** consider peers at TCU, professors, advisors/mentors, TCU alums, and family friends.
2. **Send Emails:** specify why you are connecting, share how you found their contact information, request a meeting (phone, zoom, or in person), and indicate much time you are seeking (20-30 minutes).
3. **Schedule/Confirm:** ask for days/times in which it is convenient for them to meet. After you agree on the date, time, and location, send a brief note of confirmation.
4. **Research/Prepare:** research the field/industry and the work the contact has done in the area. Prepare questions (see below) and bring your resume in case you are asked for it.
5. **Appearance/Arrival:** wear business casual or business attire, and arrive 5-10 minutes early.
6. **Take Notes:** record names, meeting dates, contact information, and important details shared by the contact.
7. **Thank You:** ask for a business card before you leave and send a note of thanks after the meeting.

QUESTIONS:

Job Requirements and Experience

- What first attracted you to this field?
- How did you get started? Do you think that's common for most people in this field/industry?
- Describe a typical workday or workweek. How has your engagement changed/shifted over time?
- Which 2-3 skills and personal qualities are most important for success in this job?

Job Environment

- How would you describe the culture at your company/organization? How has it impacted you personally?
- Which aspects of your job do you look forward to every day?
- What portions of your job involve interaction with coworkers, clients, or vendors?
- How much evening, weekend, or after business hours work is required? Any required travel?
- Describe your interaction with senior members of your team/office. Do they provide feedback regularly, mentorship, or other levels of support?

Benefits and Challenges

- What has been your most memorable experience from working at this company/organization?
- What are the most rewarding elements of your work? The greatest frustrations?
- How is success measured? How are professionals in your field evaluated?
- What are you finding to be the current typical starting salary range for new professionals in this field? (*Do not ask for their salary*).
- What surprised you the most during your first year on the job?

Growth Opportunities

- What are the opportunities for advancement in this field? Could you describe a typical promotion path?
- What are some growth areas in this field and what impact is that likely to have on job opportunities?

Seeking Advice

- Are there any specific courses or specialized training you would recommend that may help prepare me for this field/industry/organization?
- Would you recommend any specific professional organizations that may help me build my network in this field?
- Where do people in this field typically look for internship and job opportunities? Can you recommend any specific job boards?
- What do you wish you had known about this field when you were just starting out?
- Can you recommend other people for me to talk to?
- (*Internships*) Might you know if internships at this organization result in return offers for full-time employment?