

## Network Building Protocol

Reasons to do this:

- You will need a professional network to get a job and once you have talked to your 5 new contacts, they will forever be a potential resource for you.
- You can add this work to your resume/CV under leadership/service.
- You will be contributing to a valuable career resource on our campus.

Steps to accomplish:

1. Identify at least 5 companies, orgs, schools, or offices for which you might be interested in working.
2. Check the PDO website to determine if these offices have already been added to the Postdoc Career Development Relationships list. [www.ucdenver.edu/postdoc](http://www.ucdenver.edu/postdoc)
3. If the office has not been contacted, then please collect as much of the Questionnaire for the Postdoc Association Network Project (PANP) information as possible when you talk with them. (see form on PDO website)
4. Make initial contact at a networking event, by cold calling their office, or by emailing them to set up a phone or in-person meeting.
  - 4.1. Cold call example: "Good morning, I am Firstname Lastname from the University of Colorado Anschutz Medical campus (UCAMC). I am doing some work for the Postdoc Association Network Project and I am interested in talking to you about your (Company, Department, Office). Is this a good time or should we set up a meeting in the future? It will take about 15 minutes."
  - 4.2. Networking event example: "Hi, I am Firstname Lastname. I am a (postdoc/grad student) at the UCAMC in the Department of (basic science). I am interested in learning more about your (Company, Department, Office). Can I call you to talk about it? Do you have a card?" Exchange cards
  - 4.3. Email example: "(Department Chair, CSO, Director), I am Firstname Lastname from the University of Colorado Anschutz Medical campus (UCAMC). I am doing some work for the Postdoc Association Network Project and I am interested in talking to you about your (Company, Department, Office). Can I call you to ask you a few questions? It will take about 15 minutes."
5. Once you have their permission to take up their time, use the Questionnaire to interview them about their company and the career opportunities there.
  - Share information about yourself. This is a good opportunity to sell yourself so they will remember you in the future. Make conversation if you feel comfortable doing so. A natural conversation is more pleasant than a rapid-fire series of questions.
  - Ask whether they are the best person to contact in the future, someone else might be a more appropriate point person for the company.
  - If you have promised to stick to 15 minutes, then do so. Thank them for their time and get off the phone.

6. Please document the answers they give and send an attached electronic copy of the Questionnaire to the Postdoctoral Office's Coordinator = [valerie.saltou@ucdenver.edu](mailto:valerie.saltou@ucdenver.edu)
7. Valerie will add this contact to the Postdoc Career Development Relationships list on the web and she will follow up with an official contact.