

## DENISON CAREER NETWORK

Denison Career Network is available to all students and alumni. Network with alumni for career advice, relocation information, to conduct informational interviews and more. Do not ask for employment or an internship!

### INSTRUCTIONS

Go to <http://www.denison.edu/careernetwork>

Select Register

Type in your Complete Name and Class Year

The Security ID is your “D” number with the D

Answer a Security Question

Create a User ID and Password

You can now “Search the Network” for Alumni Contacts

**Example:** Search by **City** (Example: Boston) and you will see all the Alum Business Titles and Employer Names for the City you selected. Only if an alum has updated their profile will additional networking information be included on their profile screen (which may include email and business phone number).

You can also search by **Organization Name** (Example: JP Morgan Chase). These two types of searches will give the most results.

### HOW TO CONTACT ALUMNI

Students can contact alumni by sending a letter or emailing them if email is available. You won't see the alum's email address (there is a pop up window where you can type in the message) and submit the email to the alum. If the alum responds via email back to you, only then will you see the alum's email address. This is called a blind email system.

If a Business Phone Number is listed, you may call and leave a brief, professional, message introducing yourself and the reason you are calling the alum.

Do not call alums repeatedly or weekly. If the alum wishes to return your phone call, they will!

For graduating seniors (2007), you are encouraged to update your Profile once you have secured employment or admission to a graduate/professional school or know your plans after graduation. You will be able to provide advice to other students as well as search the network for other alums. Graduating seniors are encouraged to complete their Profile Spring semester, 2007 or after graduation.

### SUGGESTED QUESTIONS TO ASK ALUMNI

#### QUESTIONS ABOUT THE PERSON'S POSITION AND CAREER:

How did you become interested in your field?

What are your major responsibilities?

What do you like and dislike about your work?

Do you work independently or with other people?

Does your work allow you to have the amount and type of leisure time you desire?

What is a typical work day like for you?

**QUESTIONS ABOUT THE OCCUPATIONAL FIELD:**

- What are the entry-level positions in your field? Salary range?
- What background (education, training, experience) is required?
- What related jobs are available in your field?
- What is the occupational outlook for the field?
- Is there more than one way to prepare for this occupation?
- Can you suggest the names of other people with whom I could speak?

**QUESTIONS ABOUT THE ORGANIZATION:**

- How would you describe the organizational structure?
- How would you describe the working environment?
- What are the major pros and cons in working with this particular organization?

For complete instructions, review the FAQ section on the Denison Career Network site.

If you have questions, please contact Career Services at 740-587-6656 or via email at [career@denison.edu](mailto:career@denison.edu). Our office is located in 306 Burton Morgan Center and we can demonstrate the Denison Career Network system to you as well.