



## Ready and Relevant Toolkits

### Jobs and Networking

2021

*Ready and Relevant aims to provide young women with tools that will enhance their lives. These toolkits provide templates that are uniquely designed for each woman. Our goal is that by fostering relationships and connections, providing space for amplifying voices and understanding current events, women working with R+R will not only survive, but thrive. We believe that every young woman is relevant. Her future matters now.*

These innovative toolkits are a resource for **Ready and Relevant** mentees. Each one will begin with a focus on the individual herself with a current needs assessment. From there we will introduce a specific topic of focus.

For each topic area, there are sections for:

- New learning and growth
- Taking action in the community
- Connecting with local community experts
- Resources and facts sheets

This toolkit focuses on **Jobs and Networking**. We know that securing a steady job can be challenging. We will work with you throughout this process. **Ready and Relevant** offers tools to navigate and access networking resources, assistance with writing cover letters, and guidance for interviews and other professional skills that will give you a hand up as you find a job that meets your needs. We believe that with the right resources and mentoring, every young woman of color has the potential to find the career of her dreams.



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## **Topic for Learning and Growth:**

### **Jobs and Networking:**

- What job do I have?
- Is it enough?
- What job do I want to have?
- How can I connect to people that can support me as I network?

### **Materials needed:**

- [Ready and Relevant Journal](#)
- Pencil
- Access to internet

### **Table of Contents:**

#### [Self Needs Assessment: Check In](#)

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# 1

## Learn Broadly for Personal Growth

### Networking and Interviews

*What is networking? How can creating a solid network of people help you on your career path?*

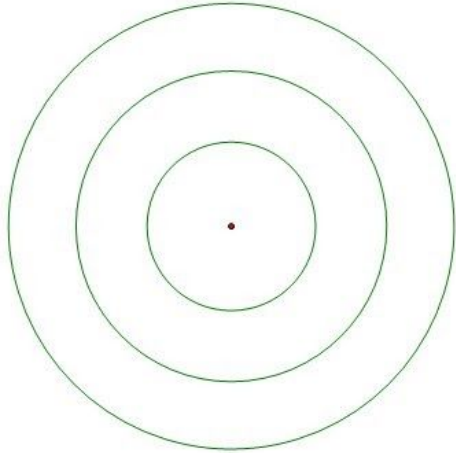
#### Part One: Networking

Sometimes it's not about what you know, but *who* you know. Sometimes it's luck or being in the right place at the right time. We want to maximize your options by looking at your current community. Who is in your life? What careers do the people you know have? By creating a professional network, you can widen your community and make connections. Meeting people in the fields you are pursuing is a great place to start.

- 1) In your R+R journal, **make a list of all the people you know.**
  - a) Write for 2 minutes and include everyone you can think of.
  
- 2) Now, **draw a concentric circle with three rings** like the one below.
  - a) Place yourself in the center.
  - b) Fill in the circle around YOU with those closest to you.
  - c) Then, in the next ring, place names of your good friends. The outer ring acquaintances, neighbors or coworkers. This will be YOUR circle of community. Your community will be your starting point as you begin to network.



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- 3) Now, look back at the completed circle and **next to each person's name jot down their work/job/career**. You may not know all of them, but complete as many as you can.
  - a) Use a different color pen for these.
  - b) Notice the differences in ages and levels of education. Notice anything else? Is there anyone's career or job that you are wondering about? Put a ? by those.
  
- 4) **Prepare a formal "informal interview ask"** for three of the people listed in your circle whose jobs you showed interest in.
  - a) Prepare a list of questions you have for them. For example, *What are your responsibilities? What is the work culture like? What do they like about their work?*
  - b) Then, create a resume' or CV with the guidance of our RR team.
  - c) Reach out to the contact from your circle and ask for an informal interview. You might get rejected from some. But you have to put yourself out there.
  - d) Be prepared, organized and spend more time listening than talking.
  - e) Pay attention to the interviewer and ask questions.
  - f) Follow up with a personal "thank you" note.

*"Done right, networking lets women identify role models, find mentors and sponsors and expand their business opportunities. As they rise in their careers, they can also pay it forward by helping others coming up behind them."* (entrepreneur.com)

*"Networking is an important career development skill that is worth developing. In its simplest form, networking involves having a "career conversation" with someone for the purpose of exploring careers or job searching to help you answer important career-related questions."* (UC Berkeley)



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## Part Two: Holistic Ways to Prepare for an Interview



**Mouth:** Practice asking and answering questions. Speak clear and slowly.



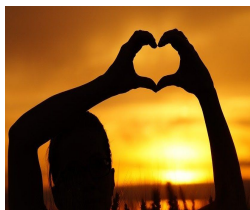
**Eyes and Ears:** Listen to the person with whom you are interviewing. Pay attention to your eye contact during the interview. If you're online be mindful of your background.



**Hands:** Take notes. If you talk with your hands, give them a little love before you show them off.



**Feet:** Walk with confidence. Wear shoes that show professionalism and style.



**Heart:** Love your interview. Put all of your best energy into this moment. Enjoy.



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## 2 Take Action

*What are you ready to do to work toward your employment and career goals?*

### Part One: Holistic Approach: Personal

Taking action doesn't have to mean changing the world overnight. Here are some ways you can start to work toward securing steady and fulfilling employment.



**Mouth:** Use your voice to share your career dreams, ask questions and talk to people.



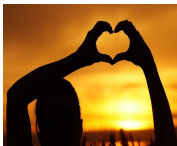
**Eyes and Ears:** Listen. To podcasts, webinars about networking and women in business. Watch TED talks or videos about people already doing the work you want to do.



**Hands:** Write a solid cover letter and resume (CV).



**Feet:** Walk around your community and notice who is hiring.



**Heart:** Love your work, even if you don't at first. Your attitude in the workplace is everything.



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*What are you ready to do to secure a job that meets your needs? To find a job you love? How will you decide to take action?*

## **Part Two: Holistic Approach: Community**

This will depend upon where you are in your journey. As you work toward realizing and expressing your authentic self, know that it's okay to be right where you are at this moment in time.

- ❑ **You are living and expressing yourself authentically.** You have a secure job, now try to find something that fills your soul. What are you passionate about? Ex. *Gardening, working with children, health care, mechanics, construction.....*
- ❑ **You have a solid self esteem and are confident.** Do your job the best you can and take a leadership role. *Ex. training new staff, moving to a manager position*
- ❑ **You have people with whom you feel you belong.** Attend networking meetings, listen to webinars and podcasts. Talk to your friends and family. Ask questions about work that appeals to you.
- ❑ **You feel safe and secure.** Make a list of the jobs that you want. Apply to three jobs and get an interview. Be persistent. Start with a job that you think you could do for at least 6 months. Then, reassess.
- ❑ **Your physiological needs are being met.** Create a portfolio with a cover letter, a resume (CV). What strengths and skills can you bring to the workplace?



*“The journey of a thousand miles begins with one step.  
Start at the bottom and work your way up.” - Lou Tzu*



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## 3

### Resources and Fact Sheets

- **Black Owned Businesses in MPLS:**
  - [Black Owned Businesses in Mpls and St Paul](#)
- **Business:**
  - [Women Venture](#)
- **Jobs and Training:**
  - Emerge MN [Emerge](#) jobs, training, careers
  - [University of California Berkeley, questions to ask to market yourself.](#)
  - <https://mn.gov/mdhr/certificates/proj-monitored/outreach/>
  - [Black Career Network](#)
- **Personal Organization**
  - [How to Organize Your Life \(weekly\)](#)
  - [7 Habits for Organized Women](#)

## 4

### Voices From The Community

**Learn from local people who are established in the field.**

- Ami Lazo, [Avivo](#)
- Emerge
- Cherie Shoquist(RISE, Henn. Co)



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