

1. UCAN Access

- Complete a UCAN Orientation - access to UCAN will be provided within 48 hours
- Go to union.edu/career → Students → Networking/UCAN → UCAN.Union.edu/login tab at bottom
- First Time Users will need to complete “*First Time Login*”
- Read terms and conditions and *check box* next to “agree to terms and conditions”; then click save

2. Conduct a search and organize results

- Select criteria (e.g. job function, location, etc.) and scroll to bottom of page and click search
- Select more than one criteria in a drop down – hold the control and click on criteria for selection
- Scroll through identified alumni reviewing relevant information
- Click on “alumni name” on left hand side to see additional information on alumni of interest
- Within the Alumni profile click on tabs (education, activities/interest information, etc.) for more Information
- To conduct a new search - click “New Search” located on left above search results

3. Write correspondence and send email requesting an Informational Interview

- Draft correspondence - refer to the Guide to Networking for examples
- Send correspondence to Career Advisor for review (be sure they are unique to each alumni)
- Send email: Access UCAN → search by alumni name → click on send an email on left → copy and paste message with appropriate subject line → preview → review → send
- Correspondence will not be saved within UCAN - save any correspondence to a folder
- Track communications with alumni (use the spreadsheet located on the back of handout or on the UCAN landing page)

4. When Alumni Respond to Email Invite

- Respond immediately to alumni emails and provide at least a week’s worth of availability to accommodate their schedule
- Attach a resume when responding to alumni to provide them detail of your background
- Develop questions for scheduled interview (review questions in Networking guide for assistance)
- Schedule quiet space to conduct interview (Call Career Center for available space)
- No response from Alumni? Send a follow up email request a week after your initial email

5. Additional tips

- Utilize the Guide to Networking to learn strategies, develop correspondence and questions
- Check accuracy of alumni information using LinkedIn, Facebook, and Google
- Send your contact a thank you email or letter within 24 hours of your conversation
- Utilize spreadsheet to manage outreach; record dates and any communications with Alumni
- Identify additional contacts for networking using family, friends, and faculty, etc.

Remember: The purpose of networking is to acquire knowledge about career fields of interest and build genuine relationships. It is not appropriate to ask for jobs or internships

Questions? Contact Pete Fowler at fowlerp@union.edu