

# STUDENT GUIDE

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THE SMALL GUIDE TO HAVE  
SUCCESSFUL NETWORK INTERVIEWS



# IN THIS GUIDE YOU WILL FIND...

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**1**

Networking:  
what is it ?

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**2**

How can My Job Glasses  
help you ?

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**3**

How to make the best out  
of interviews ?

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**4**

How does My Job Glasses  
work ?





# Networking: what is it?

## NETWORKING: WHAT IS IT ?



We are glad to welcome you to the My Job Glasses community !

You will soon be able to have a clear vision of the job market and create many networking opportunities !

We will show you that networking is made for you. But before you become an expert on the subject, we have prepared **this little guide to help you through your first steps.**

We gathered a few useful tips to **help you approach your interviews with confidence.**

Do not forget to complete your profile on the My Job Glasses platform as soon as you can: it will grant you an access to tens of thousands of professionals from any kind of sectors. And they are all ready to meet and make you discover their day-to-day job !

### WHAT IS NETWORKING ?

Networking is a continuous process of **developing new professional relationships related to one's professional project or career.**

NETWORKING IS TOO OFTEN SEEN AS BEING EXCLUSIVE TO PROFESSIONALS, **WHICH IS WRONG !**

At My Job Glasses, we are convinced that the networking process **can be adopted**

**and developed at a younger age**, during one's studies.

We share this conviction with your institution who trusts us to give you the best start one can wish for.



### Did you know ?

Results gathered by the Observatoire du 1er emploi 2020 – IPSOS for My Job Glasses. Full study available [here](#).

**41% OF THE STUDENTS**

have no idea of the job they wish to do once they get on the job market.

**50% OF THE STUDENTS**

have no idea of the kind of company they wish to work for once they get on the job market.

**46% OF THE YOUNG WORKERS**

left their first job within the year following their recruitment. **For the majority of them, this resignation is intentional (63%)** and motivated by a mobility toward a job deemed "more interesting" (27%) or because the job did not correspond with the idea they had in mind (19%).



# NETWORKING: WHAT IS IT ?



“ [...] we all know that looking for an internship is a very violent period as a student because we all have lots of hopes, [...] and in the end, we receive at best a refusal and at worst, dozens of unreplied applications. It is very demoralizing. Each year, we look for a company or a person who will reach out to us and say “I do trust you”. It changes everything to have access to a network because it is important to have people you can count on. ”

Colombe  
ISTC



IT IS ESPECIALLY IMPORTANT  
KNOWING THAT

**80%** of the job offers  
are provided by the network

That's the famous  
hidden job market !

## WHY NETWORKING ?

Networking will allow you to **build, personalize and achieve your career plan.**

By discovering a variety of jobs in different sectors, understanding the daily challenges professionals face and meeting the right people to gather their tips, **networking will grant you several benefits.**

To this day, half of the young workers will leave their first job within the first year, knowing that only a quarter of them chose it with conviction. This is not surprising knowing that a majority of students do not meet professionals from the job they sign for at the end of their studies.

## THE SOONER THE BETTER !

Networking will not only help you to specify your career plan, it will also allow you to create new opportunities. A developed network is valuable for a job applicant, especially in the eyes of a recruiter.

Indeed, networking is a proactive process that requires “**soft skills**” to master. These skills are essential to your curriculum: **knowing how to listen, to lead an interview and to show self-confidence** can boost your chances to land your dream job.

It will differentiate you from other graduates entering the job market each year.





## How can My Job Glasses help you ?

### From a professional

“ [...] My Job Glasses is an extremely powerful tool to solve a highly stressful question for students: what am I gonna do with my life ? There are more than 40 000 people ready to explain what they do, to help students explore [...] ”

**Jean-Baptiste**

Head of career development for students  
at Rennes School of Business

### THE MISSION

**My Job Glasses is the professional network made easy for all students.**

The mission of My Job Glasses is to **democratize networking between students and professionals** by providing each students with **20 interviews with professionals.**

My Job Glasses was created in December 2015 and was elected best EdTech company 2020.

It is a platform for professionals and students to meet:

- On the one hand, students who want to design their professional project and discover in depth works they are interested in,
- **On the other hand, voluntary and caring professionals willing to help students by transmitting the passion they have for their job.**

My Job Glasses establishes **fully free partnerships with schools and universities.** It allows students to be coached by their establishment to the networking process via a teaching kit and a free subscription to the platform.

My Job Glasses is also free for individual mentors and partner schools' alumni.

However, My Job Glasses is a **paid service for companies** that are represented by their ambassadors on the platform and look to develop their brand image and/ or **to recruit their future talents met via their network ;)**

“ **Thanks to MJG, building one's network and seize opportunities has never been so easy.** ”

Quentin  
CEFAM



## HOW CAN MY JOB GLASSES HELP YOU ?

# 2

My Job Glasses grants you an access to a large number of professionals from every sector and every kind of work so that you can reach a high diversity of profiles.

### AN EXERCICE ? BUT WHY ?

My Job Glasses is integrated into your curriculum and the interviews are awarded by a mark. You are certainly asking: why ? Because your establishment wishes to value your time and embed as many students to the project as possible.

At My Job Glasses, **we are convinced that students must multiply interviews** with professionals to build and shape their career plan, as well as building their network. It is an efficient mean to adopt the good manners from the start and develop one's skills to network. **This way, you will create yourself as much opportunities as possible !**

### GRADING METHODS

You have been coached to networking and should now know a bit more on the subject. You must be eager to take your first steps on the platform. Following the short training, you have been asked to complete a certain amount of meetings in a given time. Each meeting will be valued and will grant you points !

It is possible that a meeting is postponed or cancelled. But it must be justified and the professional is to be warned in a reasonable amount of time. That is what being professional is also about.

**Not attending a meeting without warning the professional will be sanctioned.**

**This exercise is not be taken lightly, it is your reputation and the reputation of your establishment that is at stakes.**

We walk you through the whole exercise by sending you emails regularly and we will remain available to answer your questions with your establishment.

### THE MISTAKE TO AVOID

**Waiting for the last minute to start the exercise.** Professionals provide answers within a week, on average: do not expect to complete 3 meetings the last week of the exercise ;)

Go ahead right from the start: with My Job Glasses, you can contact as much as **3 new professionals per week**, which is **156 possible contacts over a year !**

It is worth noticing that you can contact 3 new professionals every Monday.

### From a professional

*“ I choose to give the students a grade because it encourages them to reach professionals, [...] we have more than sixty students who found their internship thanks to the platform and a bit more than thirty, their work-study contract. ”*



**Guillaume**

*In charge of the Corporate Relationships at INSEEC MSC & MBA Bordeaux*





### TO START WELL

**How advanced is your professional project:** at which step are you ? What is your objective ?

**Make a list of all the jobs and lines of business you are interested in** so that you can pinpoint who you wish to meet.

**Know how to introduce yourself and present your curriculum.** The idea is to have a 3min long **presentation pitch** so that the professionals you meet will know: who you are ? What is your education ? What is your career path ? What is your career plan ?

Do not hesitate to train yourself in front of a mirror in order to be **clear, enthusiastic, dynamic and convincing during your presentation pitch.**

“ *I prepared my meetings thanks to the guidebook provided during the MJG presentation, I used the guide, prepared my questions prior to the meeting and tried to lead the exchange as much as I could and it was quite fluid thanks to this.* ”

Nénoye  
IUT Paris



### THE FIRST CONTACT

**Start by reaching for alumni or recently graduated professionals** for your first networking interviews: it will give you more self-confidence for the future exchanges.

**You can then reach out for more senior profiles:** they will give you valuable information on the career plan one can hope for on a given job and inside a given company. The professional will sometimes also put you in touch with

other professionals from their network.

**Send a motivated and personalised message:** it will be the first impression of yourself you send to your contact. Explain clearly in your message what dragged you to their profile and how meeting them will help you design your professional project. Do not forget to reread your message to avoid spelling mistakes.

**Your objective: to obtain an interview with the professional.** Be flexible in your research to maximise your chances ! Maybe the professional that inspires you the most is not available at the moment but it is not over yet. Pick them as favourite: you can reach out for professionals of the same business line or same company for example.

Sometimes, professionals take some time to answer. This does not mean they will not answer. Their daily activities do not always allow them to be very reactive. When this happens, do not hesitate to kindly send another message after a week to ten days without an answer.

### THE MISTAKES TO AVOID IN A FIRST MESSAGE

**Asking for an internship or a job. This is not a recruitment interview but a networking interview to gather information.**

**Indicating that the school forces you to attend these networking interviews: it will not make the professionals want to answer you.** They are here to share their experience and help you design your career path. Instead, you can explain them why their profile has interested you in the first place.



## How to make the best out of interviews ?

## HOW TO MAKE THE BEST OUT OF INTERVIEWS ?

# 3

Now that you have set an interview with the professional, it is important to have the right approach.

Do not forget that this interview is a **privileged moment with a professional you chose and who offered you some of their time. Here are 10 tips to prepare the interview and make the best out of it.**

### BEFORE THE MEETING

- > **Get ready for this interview with both seriousness and serenity:** consider it as an opportunity to know more about the daily activities of the professional.
- > **Gather information on your contact prior to the interview** (their My Job Glasses profile, LinkedIn, website of the company they work for, etc...)
- > **Prepare at least 5 questions in advance for the professional.** You are here to collect information (and not directly ask at the start of the networking interview for an internship or a job !). It is crucial to be patient; what you sow you also reap ! **You can inspire you from the question list available at the end of this guidebook.**

### DURING THE EXCHANGE

- > **Be punctual, natural and relaxed:** thank your contact for sharing some of their time and check at the start of the exchange how much time you can spend together. Make sure to respect this timing.

- > **You lead the interview:** Start by briefly introducing yourself then ask the professional to introduce themselves. You will then ask the questions you prepared prior to the interview and new questions should come to your mind as the interview goes on.
- > **Listen carefully to the professional and do not hesitate to react to what they say.** Try to create a trusting environment. **Trust is a key element to develop your professional network.**
- > **Take notes during the interview (you can use the interview reporting sheet you will find at the end of this guidebook).**
- > At the end of the exchange, **do not hesitate to thank the professional for the time they gave you.**

### From a professional

“ *Pros are voluntary, benevolent and motivated to help you. This implies that you really have prepared your interview [...]. If you come with precise questions, you will always be more convincing during an interview. But do not pressure yourself too much !* ”



Déborah  
BPI France



## HOW TO MAKE THE BEST OUT OF INTERVIEWS ?

# 3

### THEN WHAT ?

> **Send them a message to thank them within the 24-48 hours after the interview.** Do not hesitate to tell them what this exchange brought you and how it helped you for designing your career path. If you have additional questions, you can ask them.

> **Add them to your LinkedIn connections to stay in touch:** this proves your implication and values the professional ! And do not hesitate to keep them in touch of your future professional adventures.

“ *I have had an interview with the Communication Director of Saint-Gobain who were really great, took the time to explain me her missions, what she did. At the end of the interview, she asked me if I was looking for an internship. I told myself “yes, why not ?” and thanks to this exchange, I had an internship at Saint-Gobain.* ”

Capucine  
EBS



### YOU ARE LOOKING FOR AN OPPORTUNITY? (*internship, work-study contract, first job*)

- > If the professional spontaneously tackles the subject during the networking interview, do not hesitate to tell them and clarify what you are looking for exactly (job, companies, business line).
- > If the professional does not spontaneously tackle the subject during the networking interview but the exchange went really well, you can specify at the end of the exchange that you are currently looking for an opportunity and that they can contact you again on this matter later on or put you in touch with people who might be interested in your profile.





# How does My Job Glasses work ?

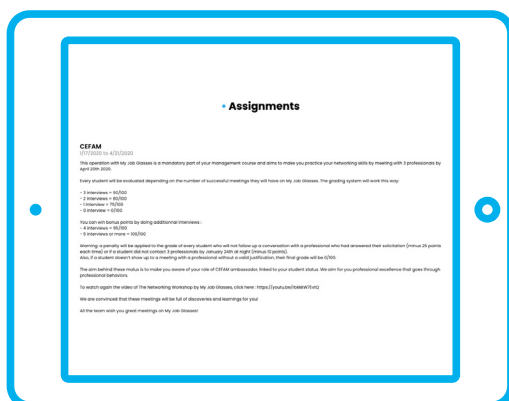
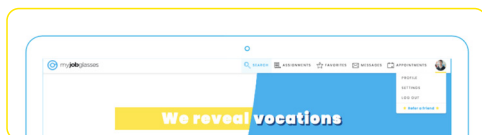
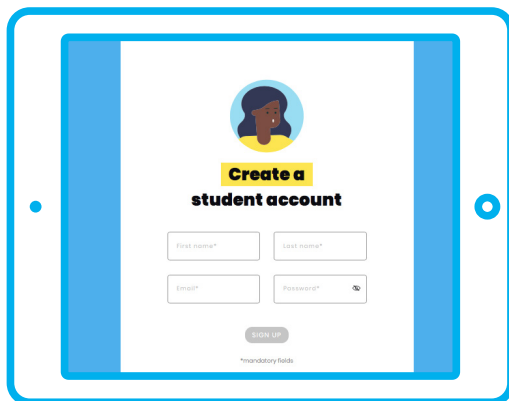
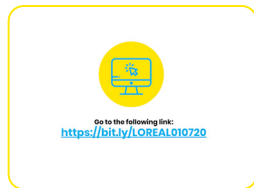
# HOW DOES MY JOB GLASSES WORK ?

# 4

## Registration and affiliation to the exercise



[See the tutorial](#)



**1** You create your student account by clicking the link provided by your establishment (through your teacher, coach, consultant).

**2** You check that you are registered as part of your establishment exercise so that your number of interviews will be automatically transmitted to your institution. To make sure of this, you should have an “exercise” tab, you click it and have access to the grading method chosen by your establishment. If you do not have such tab, make sure you used the link provided by the adviser from your establishment and if you still do not have this tab, contact is through the [tchat](#) (click on the small blue square at the bottom left to reach out for our technical team).

“ **Navigating on the platform is very simple, very easy and intuitive.** ”

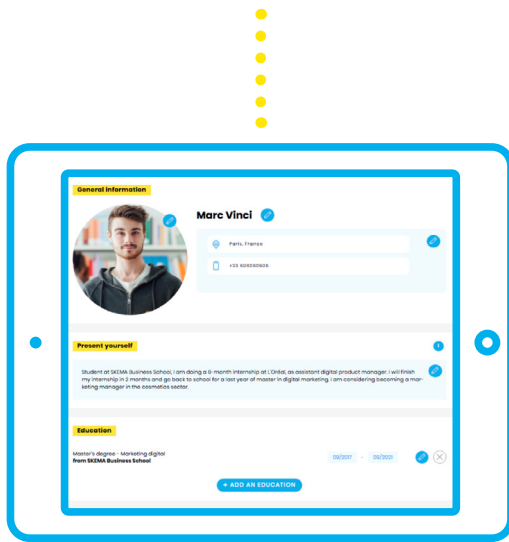
Quentin  
CEFAM



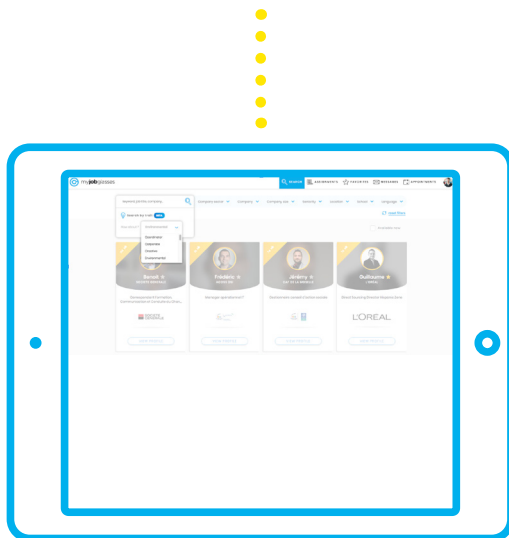
Next step ↓



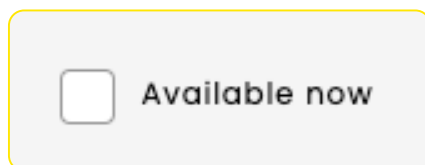
## 2 Profile Creation and research on the platform



**3** Complete your profile in its 4 parts: general informations, presentation, education and internship.



**4** Look for the professionals you wish to contact. You can either use our research bar or the research by keywords. You have access to filters (company sector, company, company size, seniority, location, school and language) that will allow you to narrow your research to find the most impactful professional for helping you design your career path. You can also tick the available now box to have access to professional that are still available for interviews.



Next step ↓



## 3 Contacting professionals

**5** If the professional you wish to contact is not available anymore, add them to your favorites so that you can contact them easily in the future. Their availability date is indicated on their profiles.

If a professional you wish to contact is available, click on contact and send them a message. Your message should be structured in 5 blocks: greetings, introduce yourself, introduce your curriculum and your career path, explain what drives you to meet them and suggest to schedule a meeting and finally, a closing sentence.

Next step ↓





## 4 Scheduling an appointment

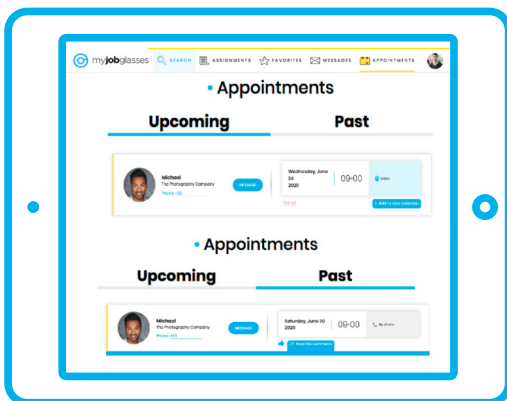
**Confirm appointment date**  
After you agree on a time for the appointment with your student, you must book the appointment via the platform

06/24/2020 8:00 AM

In-person appointment  Phone call  Video call

Appointment location  
Paris, France

SEND



**6** Answer the professionals through the messages embedded in the platform and to schedule your meetings. The professional then validates the appointment via the platform.

The list of your networking meetings to come as well as the past ones can be found in the “appointments” tab. Do not hesitate to add appointments in your agenda to ensure you do not forget them.

“ ***I realised a total of 3 interviews. My meetings all went well; the professionals were caring, they took the time to explain me their jobs, it was perfect.*** ”

Chloé  
ECAM Strasbourg



Next step ↓



## 5 Bi lateral evaluation of the meeting

### Evaluation par l'étudiant

Saturday, June 20, 2020 | 9:00 AM

took place  did not take place

**Review your appointment\***

Would you recommend this professional to another student ?

Was this meeting useful to you?

Fully disagree      Fully agree

Do you see yourself doing this job?

Fully disagree      Fully agree

Do you see yourself in this industry?

Fully disagree      Fully agree

Send a message to the professional (optional)

Tell Michael what you liked about your conversation and how they can improve for their next appointments.

### Evaluation par le professionnel

Monday, June 29, 2020 | 5:30 PM

took place  did not take place

**Review the quality of the appointment\***

Your answers to this section will only be visible to your HR admin.

How well did the student prepare the appointment?

Fully disagree      Fully agree

Do you see this student doing your job?

Fully disagree      Fully agree

Would you refer this student to your company?

Fully disagree      Fully agree

Add a comment for your HR admin\*

Indicate whether you would recommend to stay in touch with the student and why.

**Write a review regarding your appointment\***

Your review will only be visible to the student and to the other professionals that they have contacted.

Add a review regarding your appointment

**7** The meeting took place. The professional and you are now going to evaluate the meeting.

“**The interviews I've had were very enriching, the professionals love their jobs, they really wish to bring us all the information we need to understand the job we could do in the future.**”

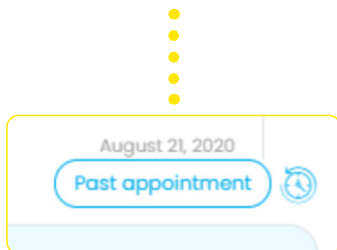
Emilie  
IPAC Bachelor Factory



Next step ↓



### 6 Checking the accounting of the appointment



**8** 48h after a meeting, make sure your appointment is indeed in the list of your past appointments. If not, you can ask for a validation of the past appointment to the professional. Go back to the conversation you had with them and under the last message sent, click on the past appointment tab. Fill in the gaps and click on validate. This will send a notification to the professional who will be able to validate the appointment in one click. If they do, it will appear in your past appointments list. Be careful though, if they mention the appointment did not happen, your school will be told !



### THE MY JOB GLASSES HELP

#### You have technical questions about the platform ?

You can check our [FAQ](#) and the student guide your establishment sent you. If you do not find the answer you need, you can then contact our technical team via our online chat by clicking on the blue bubble at the bottom right of your screen.



# Annex



## 40 QUESTION IDEAS (1/2)

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### THEIR BACKGROUND

1. Can you talk to me about your academic background ?
2. Was your academic background related to what you do today ?
3. Is it the job that you wished to do when you were a student ?
4. Have you done other jobs before accessing this one ?
5. Have you worked for other companies before working here ?
6. Do you have some regrets, looking back to your career path ?
7. How do you project yourself in the future ? Do you wish to work a different job in the future ?
8. How were your first weeks as a young worker, once you graduated ?
9. Has the network helped you in your career path ?



### THEIR JOB AND COMPANY

10. Why have you chosen this job and company ?
11. In a few words, how would you describe your job ?
12. For how long have you been doing this job ?
13. Is it possible to do your job after graduation ? Or are there other jobs to do before accessing yours ?
14. Even if it is hard to describe what a usual day looks like, can you describe me your weeks ?
15. Are there necessary technical skills ?
16. What are your most valuable qualities for this job ?
17. What are the advantages and constraints of your job ?
18. What do you like the most and the less in your job ?
19. What is your favourite mission in your job ?
20. Are there differences between how you expected the job to be as a student and what it is really ?
21. What are the possible career development offered by your job ?



## 40 QUESTION IDEAS (2/2)

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22. Do you consider your work to offer you a good work/life balance ?
23. How do you organise yourself, what are your day-to-day priorities ?
24. Do you work on project with international scale ?
25. Would your work be very different in another sector ?
26. How is your work evaluated ? What are your objectives ?
27. Can you describe me your company (number of employees, activity, sector, competitors, etc...) ?
28. What do you appreciate in your company ?
29. What are the noticeable differences between your previous companies and this one ?
30. What is specific to your sector ?
31. What are the advantages and drawbacks to work in a startup/small/medium/large company ?
32. Do you consider your working environment to be stressful ? Are you under pressure ?



### THEIR ADVICE

33. When you recruit a student, what do you expect from them ?
34. Which advice could you give me for my internship/work-study contract/job research ?
35. Which advice would you give to students for their orientation ?
36. Which advice would you give to a beginner, given your own curriculum ?
37. What should I be careful about when I enter the job market ?
38. Which advice would you give to someone who wishes to do you're your job ?
39. What advices would you give me to network better ?
40. Are their people in your network you recommend me to meet to help me design my career path ?



# INTERVIEW REPORTING SHEET



## PROFIL PROFESSIONNEL

First Name

.....

Name

.....

Company

.....

Sector

.....

Number of employees

.....

Détails

.....

.....

.....

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.....

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.....

.....

### Professional profile

*(education, experiences, etc)*

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## APPOINTMENT DATE

Job

.....

Job details

*(main mission, daily tasks, etc)*

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Meeting conclusion

*(personal insights, action plan, etc)*

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### Appointment follow-up

*(maintaining one's network)*

LinkedIn invitation

Note of thanks

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# WHAT ABOUT NOW ?

You now have all the tools you need to start meeting professionals and become a true networking expert. This might be intimidating at first but do not forget that professionals on My Job Glasses are caring and are here to help you.

## DO NOT HESITATE TO PURSUE YOUR MY JOB GLASSES ADVENTURE....

... all along your studies and to multiply meetings,  
it is the best way to create great opportunities.

## THE FLOOR IS YOURS !



« Enriching, interesting and a true boost,  
it allowed me to find my internship »

*Colombe, ISTC Student*

« Simple, quick and efficient »

*Quentin, CEFAM student*

