Instructions on how to search the Badger Career Network through the WAA:

- **WAA Student page:** [http://www.uwalumni.com/home/students/students.aspx](http://www.uwalumni.com/home/students/students.aspx)
- **Click on Career Resources link**
- **Click on Badger Career Network Member search**
- Once you log in (you will have to register if this is your first time to the web site), you will see on the right-hand top corner a link that says Advanced Search. Click on that.
- Once on this page you can search by company, state (must enter country first), city or industry.
- When the list pops up you can click on each name to get more info. The people with the BCN flag have signed up to be a Badger Career Network volunteer meaning they definitely want students and other alumni to contact them about their career, industry, etc. But if you find others who aren’t BCN volunteers that you would still like to contact, go ahead since their information is made available. If you will be calling the alumni, only call their work number. If their work number is not listed you can call the company and ask for the person you are seeking. **For all people be sure to state right away that you found them via the Wisconsin Alumni Association directory and/or the BCN.**
- **Things to be aware of:**
  - Alumni self report which means that some information in their profile may be missing or out of date.
  - Some alumni do not choose their “industry” type so when you do a search by industry, you will not actually get results of *everyone* who works in that industry. Only the people who actually noted their industry will show up on the list. In this case you may want to do a more general search if not many people come up in results when searched by industry.
  - Company names may be entered in a variety of ways. Example: You want to search for alumni who work at M&I Bank. When entering the company name you will need to do separate searches of the following: M&I and M&I Bank
- Keep track of the people you contact – date of contact, message, follow-up, etc. If someone doesn’t respond after two weeks feel free to follow up with another e-mail/phone call.
- I would also suggest looking the person up on LinkedIn to get a more accurate picture of their career path, which will help you with questions to ask them.
- THANK THEM!

**An informational interview is not** about asking for a job or internship. It is to get information and advice and start building relationships with people. After having a conversation or two with someone and learning about their company, if you think it would be a place where your skills are a great fit it is acceptable to ask if they know if there will be any openings at their company in the future...just don’t ask in your very first communication!

As you communicate with people don’t hesitate to ask them to review your resume. Keep track of the suggestions they make, especially when it comes to their specific company/firm/organization. What Company A looks for may be entirely different from Company B.

You can also ask them if they can refer you to others that may provide helpful information.

Throughout this entire process the most important thing is to be respectful of their time and their willingness to provide information. **Show appreciation ALWAYS!**