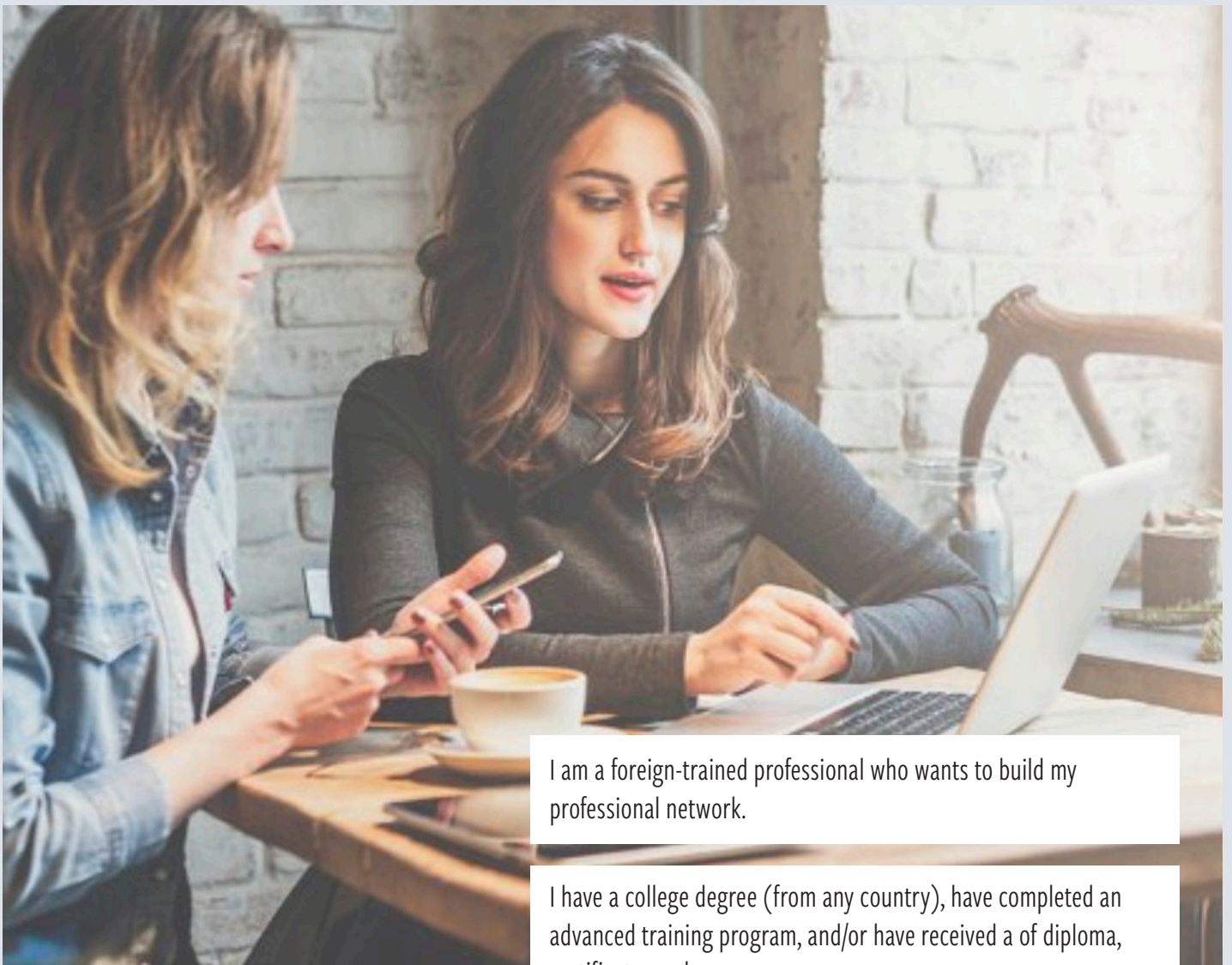


# PORTLAND PROFESSIONAL CONNECTIONS

**AN INITIATIVE OF THE CITY OF PORTLAND'S OFFICE OF ECONOMIC OPPORTUNITY  
AND THE PORTLAND REGIONAL CHAMBER OF COMMERCE**



389 CONGRESS STREET, PORTLAND, ME, 04101  
207-874-8432 • portprofessionalconnections@gmail.com • portlandofopportunity.com



I am a foreign-trained professional who wants to build my professional network.

I have a college degree (from any country), have completed an advanced training program, and/or have received a diploma, certificate, or degree.

I have a valid long-term United States work permit and a professional resume.

I am a resident in the greater Portland area and have long-term intent to stay in the area.

I have sufficient English language competency to be employable in my desired field.

I plan to communicate with the Portland Professional Connections Team and adhere to all requirements of this program.

I have a LinkedIn account OR will create a LinkedIn account upon completing the Professional Connections evaluation.

I am unemployed or under-employed.

## ARE YOU A CONNECTEE?

If you answered yes to all of these questions, **CONGRATULATIONS!** You are a connectee candidate! Please complete our application and we will be in touch soon with more program information.

**Please note that there is no guarantee of employment upon completion of this program, but the goal is to increase your understanding of the local job market, immerse you in your desired industry, and expose you to potential career opportunities.**



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# MAINER, MEET MAINER!

**PHASE 1: CONNECT → PHASE 2: REFER → PHASE 3: EVALUATE**

Although these are the only requirements of the program, further connections and meetings are encouraged. Participants are also encouraged to use the resources provided on [portlandofopportunity.com](http://portlandofopportunity.com) and contact the Professional Connections Team with any questions or concerns.



**Portland  
Professional  
Connections**  
*Broadening your network  
one connection at a time*

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- After participants have attended an orientation, they will be matched as someone with relevant career backgrounds becomes available.
- When the Connector & Connectee have been matched, the Portland Professional Connections Team will send an email introducing the Connectee to the Connector.
- It is the Connectee's responsibility to follow-up and propose a time to meet.
- It is the Connector's responsibility to confirm this meeting. The meeting must occur within two weeks of the email interaction.

**This meeting will take place at a coffee shop and will last about 30 minutes. Some topics of discussion may be:**

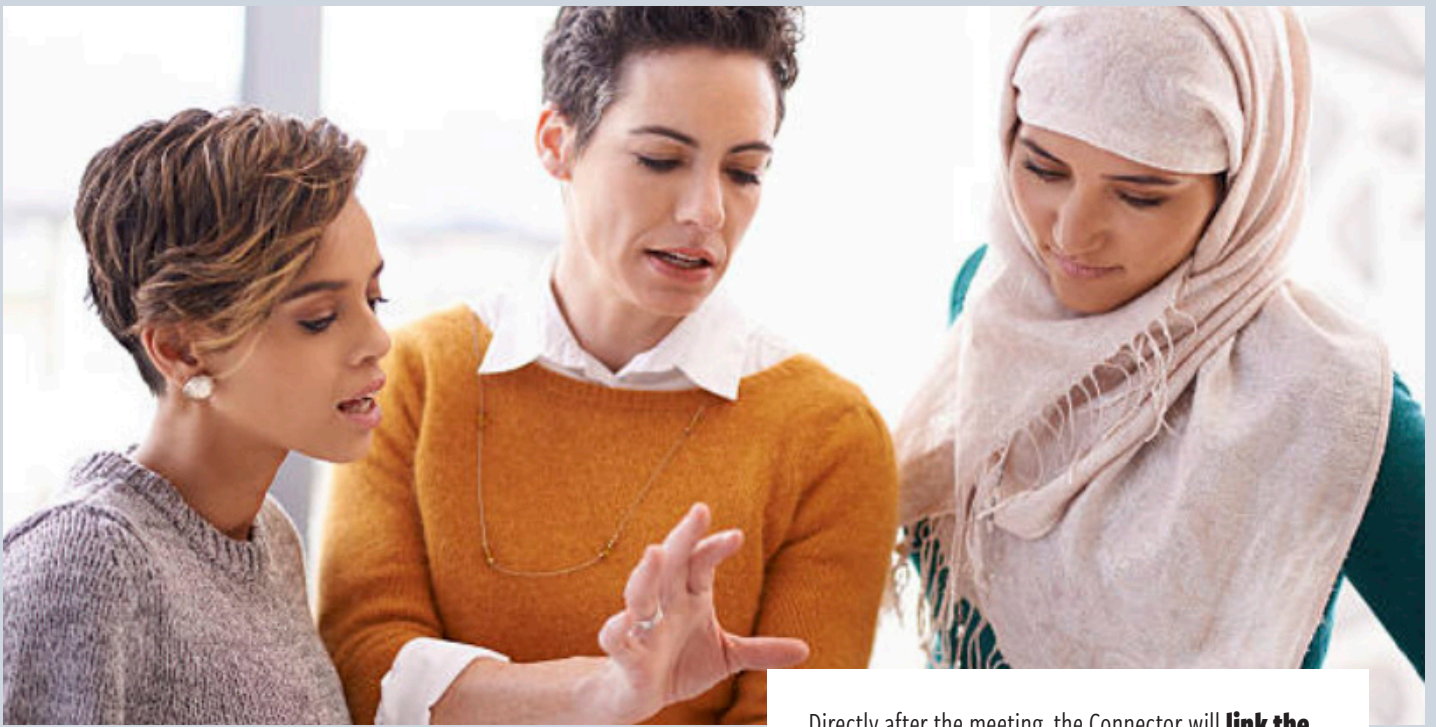
- Market demands, industry related news, industry backgrounds, and an overview of the workforce in Portland.
- Professional background, skills, areas of expertise and experience of both colleagues.
- Career objectives of colleagues.
- Interview preparation.
- How to job search on Indeed or Upwardly Global
- LinkedIn creation or improvement

## PHASE 1: CONNECT



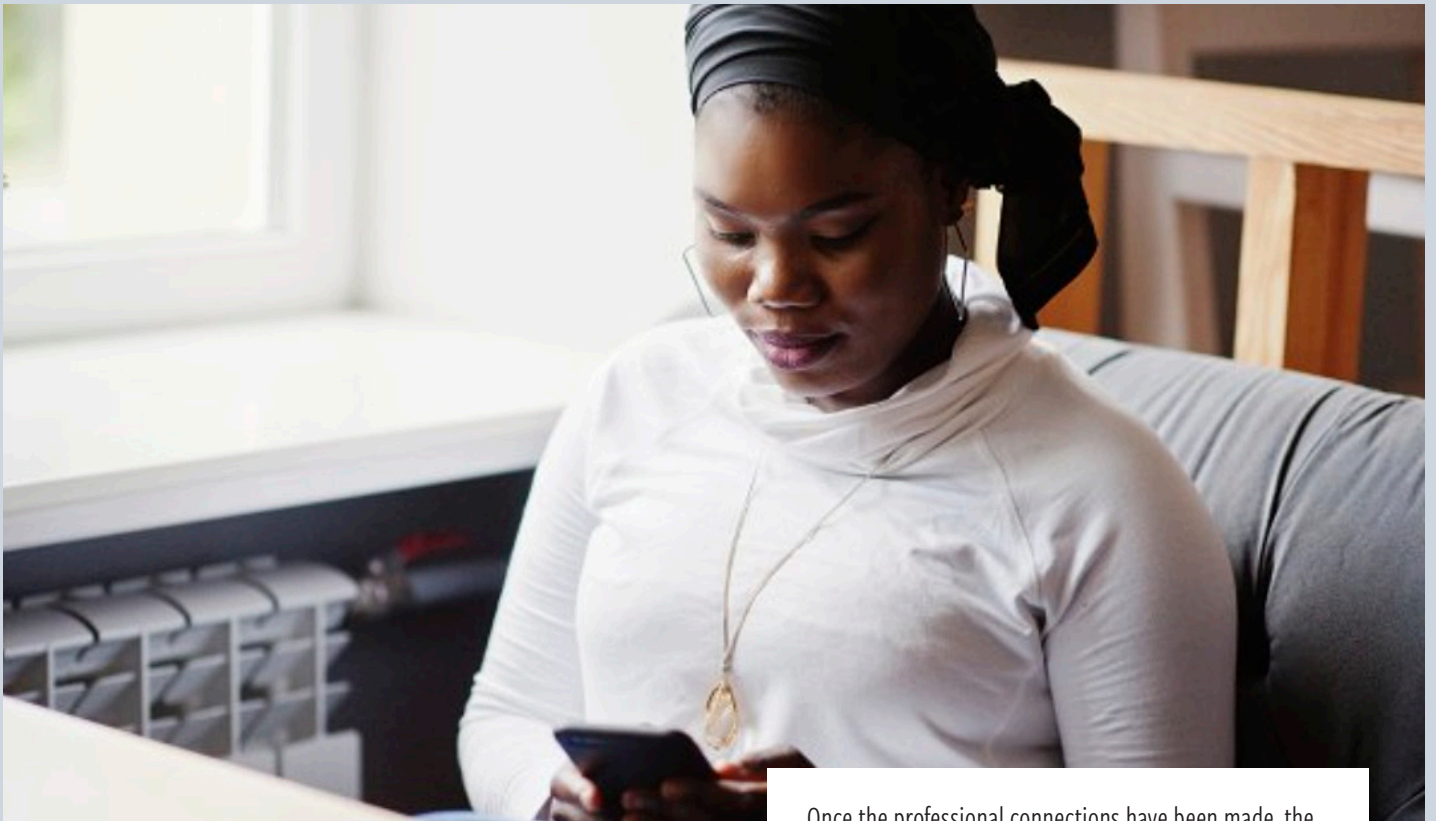
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## PHASE 2: REFER

Directly after the meeting, the Connector will **link the Connectee to three professionals in their field.** It is the Connectee's job to follow up with these professionals. These 3 people must have relevant backgrounds and career interests.



## PHASE 3: EVALUATE

Once the professional connections have been made, the Connector and Connectee must complete the evaluation on [portlandfoportunity.com](http://portlandfoportunity.com)



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The Connector Program puts immigrants in Portland directly in touch with business owners and operators, managers, civil servants, community leaders... people like you.

## We need people to grow our economy.

One way to grow is to attract and cultivate local talent and skills and make sure they decide to stay. The Connector Program is a simple but effective referral process that puts connectees in touch with people who can help them to join the workforce and settle successfully in our community.

# TIPS FOR CONNECTEES

### **Connectee's Role:**

- Arrive prepared and on time for meetings with Connectors.
- Demonstrate professionalism during all meetings and respect the time and dedication of the Connector.
- Ensure business inquiries and concerns align with the goal to find work in their related field.
- Take the initiative to email the subsequent contacts after the coffee meeting.
- During and after meetings, write down important notes that may help throughout your job search.
- Remember that you will only be able to participate in this program once. Be sure that you make the most out of your coffee meeting & the connections provided.

# TIPS FOR CONNECTEES, CONTINUED...

## Tips for your Coffee Meeting:

- Dress professional. Part of marketing yourself is looking professional, so dress as if you were going to an interview (suit, blazer, tie, etc.).
- Bring a copy of your resume and take notes. Bring a notebook and pen with you, to write down valuable information or referrals given.
- Be professional. While there are no promises, this Connector could be a potential employer so make sure to keep a positive, professional attitude. You may have had a difficult time making connections and/or finding work, but a connector meeting works best when you are upbeat and you focus on the present and future opportunities. It is only natural that discussing your personal lives may become part of the conversation; however, the focus should be on industry information and finding networking opportunities.
- Prepare a list of questions to ask. It is important to bring enough questions to fill a 30-minute meeting. Also make sure you start with questions that allow you and your Connector to get to know each other and lead up to questions asking about job opportunities.

## Sample Questions to ask during Coffee Meeting:

- I have done a bit of research on your organization by looking over the website, but I am wondering if you can explain in more detail what your role is within the organization?
- About the work culture within their organization, and in this industry in Portland (i.e., do people work in teams or more individually? Is the office formal or informal?)
- How can I learn more about workplace policies and corporate expectations of employee's performance?
- What do employers look for in a successful candidate in this industry?
- What is the training process normally like in this industry once I get a job?
- Where do people in your industry network?
- What are some opportunities/Career trends in your industry?

## The Most Important Part of the Connector Meeting:

**“Can you introduce me to three other industry contacts that I could meet?”** If your Connector does not suggest this by the end of the meeting, please remember to make this important request. They may provide referrals right away or choose to return to their office to send you those names. If a week passes with no referrals, contact the Professional Connections Team to discuss.

# TIPS FOR CONNECTEES, CONTINUED...

## After the Meeting

- After the meeting, it is professional to send a thank you email within 24 hours, thanking the connector for their time and commitment to passing on referrals to you. Follow up. It is important to contact your referrals within 1-3 business days of receiving them so the idea is still fresh in their minds.
- Keep in touch. Keep us updated on your networking and job search process. Please let us know when you find a job.
- Refer. Do you have other friends, colleagues, classmates, alumni connections who would benefit from being a connectee? Please have them contact us.



**To learn more about local in-person networking opportunities, visit:  
<http://web.portlandregion.com/events>**

**Best of Luck!**

**If you have any questions, please contact:  
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# SUGGESTED TEMPLATES FOR CONNECTEES IN THE CONNECTOR PROGRAM:



## Example post-meeting email:

Dear \_\_\_\_\_,

*I would like to thank you for taking time out of your day to meet with me; I really enjoyed our conversation about your organization and experiences within this industry. I learned more about what it takes to be successful in a career such as this and how to move forward to network with others in this field. Speaking with you was such a great opportunity, and I appreciate the additional contacts that you shared with me.*

Sincerely, \_\_\_\_\_

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## Example email to subsequent connections :

Dear \_\_\_\_\_,

*I'm a participant in Portland Professional Connections. I have experience with \_\_\_\_\_ and \_\_\_\_\_. I met with (name of Connector) recently and he/she gave me your contact information as (name of Connector) thought you'd be someone I should meet with. I'm trying to build my professional network with people in my field and I was wondering if you would have thirty minutes to meet with me or have a phone conversation in the next few weeks so I could learn more about your organization. The opportunity to expand my industry contacts in Portland is greatly appreciated. Thank you very much and I look forward to hearing from you.*

Sincerely, \_\_\_\_\_