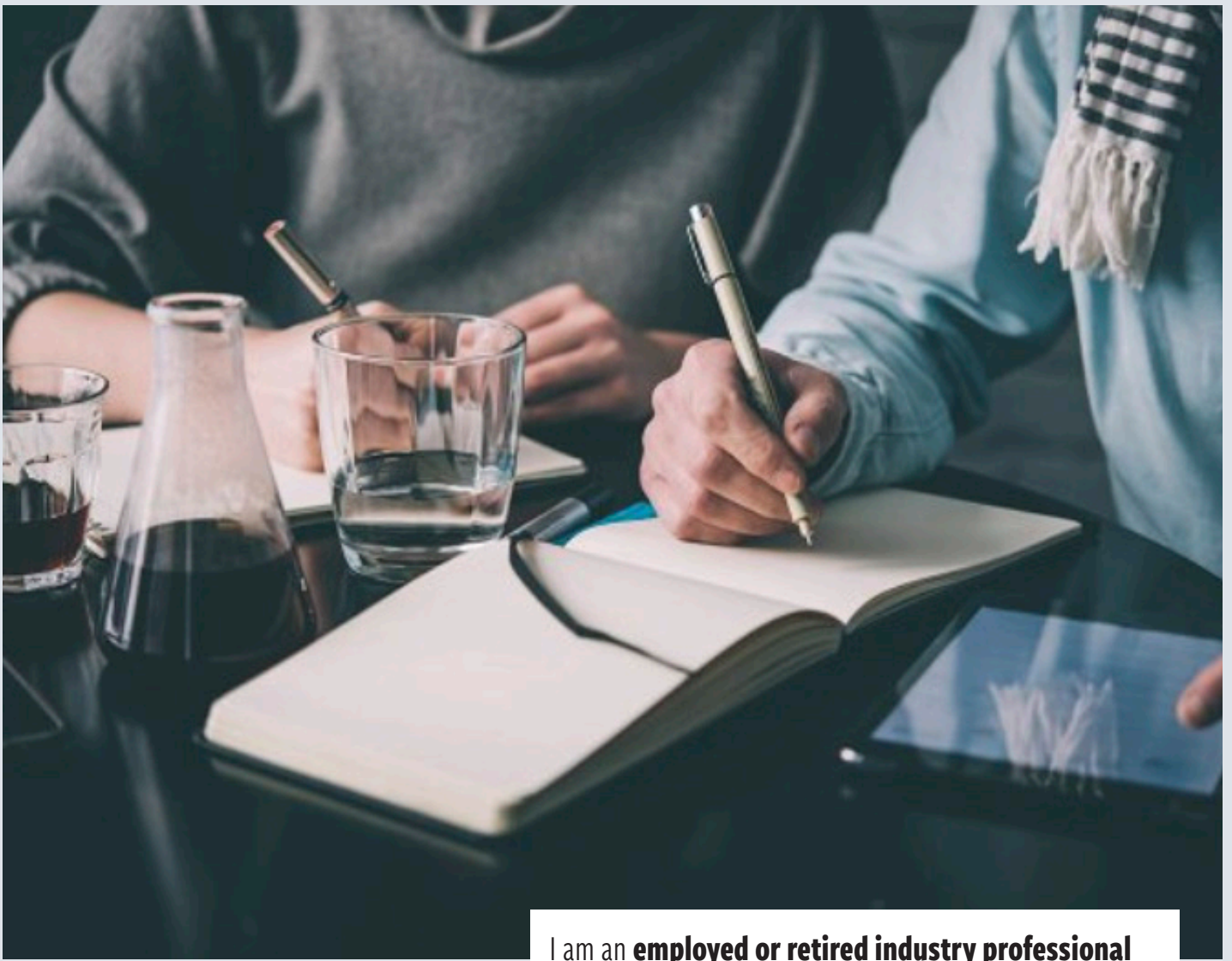


# PORTLAND PROFESSIONAL CONNECTIONS

**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



## ARE YOU A CONNECTOR?

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

I am an **employed or retired industry professional** with 5+ years experience in my field.

I am **willing to refer** my Connectee to at least 3 other people in my network with relevant backgrounds and career interests.

I have a welcoming and inclusive attitude toward foreign-trained professionals and want to make Portland an **inclusive and welcoming** city.

**I agree to communicate** with the Portland Professional Connections Team.

**I agree to adhere to all requirements** of this program.



# 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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## PHASE 1: CONNECT

- 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.

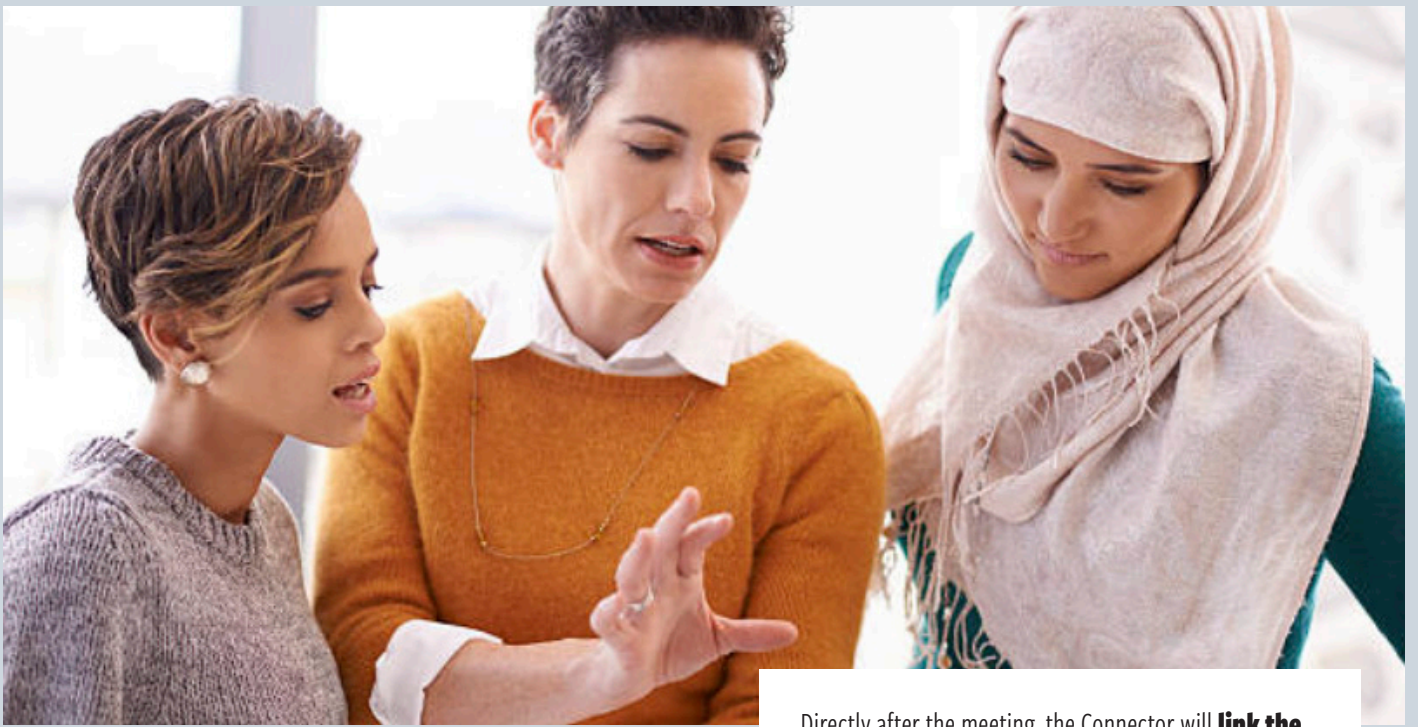
**This meeting will take place at a coffee shop and will last about 30 minutes. Some topics of discussion may be:**

- 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



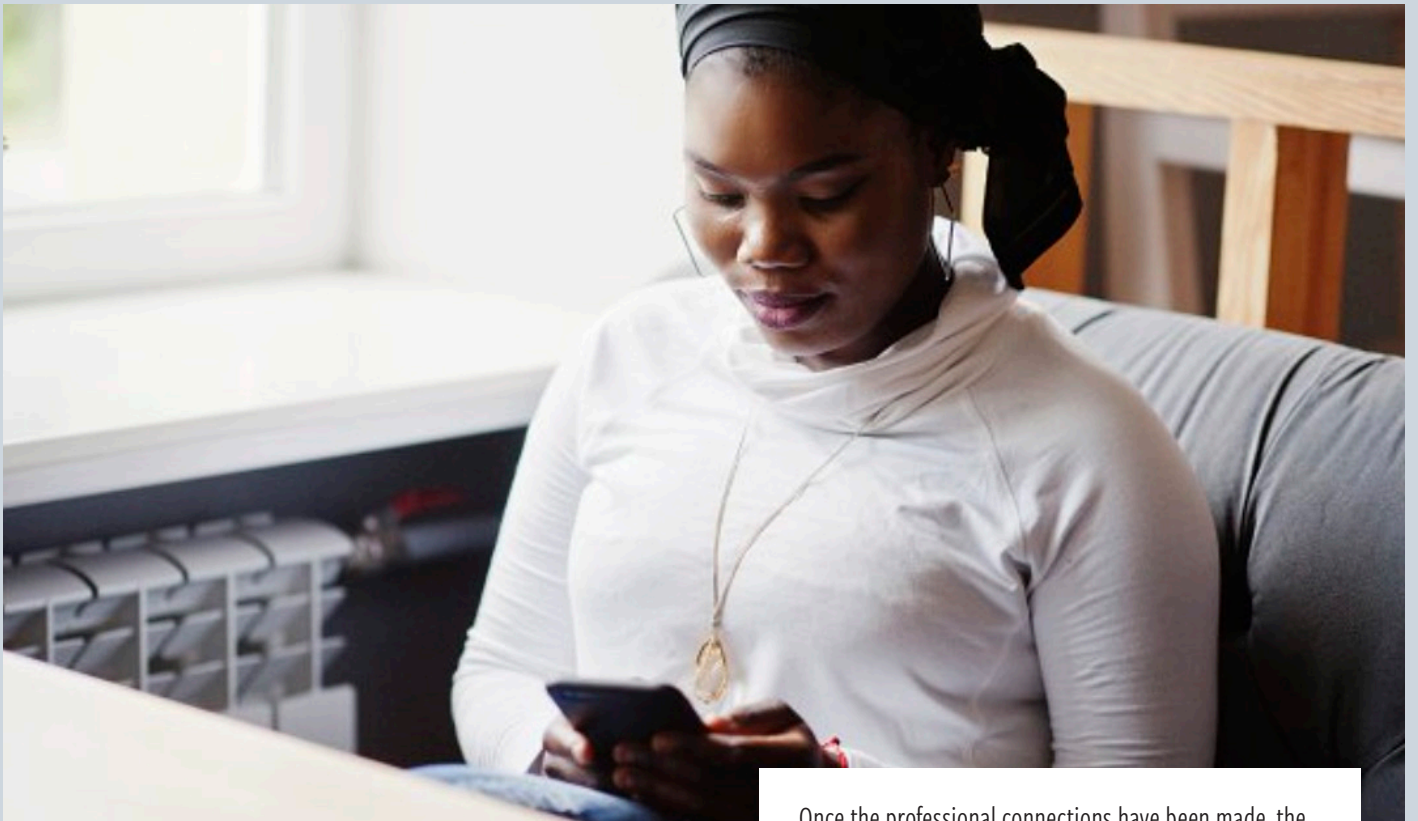
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Directly after the meeting, the Connector will **link the Connectee to three professionals in their field.** It is the Connectee's job to follow up with these professionals. These 3 people must have relevant backgrounds and career interests.

## PHASE 2: REFER



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

## PHASE 3: EVALUATE



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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 like you so they can join our workforce and settle successfully in our community.

# **CONNECTOR Q & A**

### **Q: What is the time commitment?**

A: This program requires a minimal time commitment. As a Connector, you are expected to meet with a Connectee for a 30-minute meeting. You only meet with this person once. We will ask you to meet with a new connectee when one becomes available that matches your background, industry, etc.

### **Q: How does the Connector Program work?**

A: The Connector Program is a simple but effective referral process; the Connector provides the Connectee with three contacts. From here, a participant's basic network is formed and through one-on-one meetings, the Connector and Connectee discover opportunities together. Since we match a Connectee with only one Connector, it is very important for the Connector to provide three referrals to help grow the Connectee's network(s). Please note that you may not be matched to a Connectee right away. It may take a month or two to find a Connectee who matches your career background.

### **Q: How does the program benefit Connectors?**

A: By becoming a Connector, you will benefit from:

- Access to local talent
- Building brand awareness about your organization
- Making Portland a more welcoming and diverse community and contributing to talent retention
- Growing your own network as well as demonstrating you are an industry leader by sharing your knowledge and expertise
- Knowing you are opening doors for people and helping them succeed in Portland

### **What is the Connector's role?**

- Meet with the Connectee in a timely manner
- Listen, ask questions, and share knowledge of current market demands and the skills required in your field
- After the meeting, you are expected to introduce the participant to three other relevant contacts in their industry of interest, essentially creating a basic business network. We suggest sending an email to your three referrals letting them know about the new person you have met (see template for ideas).
- Be honest; provide any feedback to the Connectee through the Connector Program Project Coordinator

### **Do I need to keep in touch with the Connectee?**

For this program, we don't expect a 'mentor connection' where you would routinely keep in touch. If you would like to be connected on LinkedIn or through email, that is up to you but it is not expected. We do hope though that the Connectee will share good news with you when they secure employment, etc. and further contact is encouraged!

### **Who are best for referrals – internal matches, external, or friends?**

There is no 'perfect' match but we know that expanding contacts based on similar interests and backgrounds works well for professional newcomers .

### **I am interested in learning about the Global Communities that exist in Portland.**

#### **Where can I learn more?**

If you are interested in learning more about the Global Communities that exist in Portland, you may consider CultureGrams! CultureGrams offers descriptions of customs, values, beliefs, traditions, and institutions that make up a country's culture. To access CultureGrams, you must become a member of the Portland Public Library! We also have resources available on [portlandofopportunity.com](http://portlandofopportunity.com) (the website where you registered for Portland Professional Connections).

### **Q: What's the process?**

A: After your orientation, you will be matched with a Connectee who has similar educational background and work experience as yours. Once a match has been made, the Professional Connections Team will introduce you to the Connectee via email. Please respond within 24 hours to confirm a time and location to meet. Connectees are job ready and aware that the goal of the Connector Program is to enhance their networking skills and current job search strategies. They are aware that there is no guarantee they will find employment through the program .

After your meeting, you should be able to provide the Connectee with three referrals within your network. Those referrals are encouraged to provide additional referrals, and so on so a basic network of business leaders will be created. The potential contacts are limitless, and it is up to the Connectee to maintain their network and make the most of the connection meetings.

### **Q: What questions might I be asked by the Connectee:**

- I have done a bit of research on your organization by looking over the website, but I am wondering if you would mind telling me more about your role is within the organization?
- I'd like to ask you about the work culture within your organization, and in this industry in Portland. 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 or the on boarding normally like in this industry once I get a job?

## **THE CONNECTOR PROGRAM & LINKEDIN:**

As a Connector, you are taking on a volunteer role to help connect talent with industry professionals and help not only grow an individual's professional network, but help grow a community. You are demonstrating you are an industry leader by sharing your knowledge and expertise. Include in your LinkedIn profile that you volunteer as a Connector. Simply click on "Add Volunteering Experience" in your LinkedIn profile and search Portland Professional Connections.

### **For Description, you could include the following:**

"Portland Professional Connections is a simple, yet highly effective networking program that helps local businesses and organizations connect with foreign-trained professionals who are interested in starting and growing their career in Portland. Through one-on-one meetings, local business and community leaders known as Connectors meet with talent interested in opportunities in Portland. The Connector gains access to a wealth of diverse, pre-qualified talent and Connectees gain insight into their professional network, and connect with career opportunities."



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# TEMPLATE FOR INTRODUCING A CONNECTEE YOUR CONTACTS:



*Good Afternoon Jonathan and Eric,*

*I am so pleased to be writing this email to introduce the both of you, and to connect you through Portland Professional Connections.*

*For you Jonathan, further to our discussion, I have attached Eric's resume. As you can see, Eric has a Bachelor of Arts (Political Science) and a Public Relations Diploma from Laurentian University. Most recently, he graduated with a Master's in Public Relations from MSVU. Eric wants to stay and live in Portland. He is most interested in building his networks and finding that first career opportunity aligned to his education.*

*Eric - allow me to introduce you to Jonathan. Jonathan has over 17 years of experience in marketing and communications. He is skilled in branding, advertising, stakeholder relations and engagement, issues management and social media. He is currently employed as the Manager of Marketing, Portland. Most recently, he played a lead role in the launch of the new Portland brand for the City. I am sure you will gain a lot of insight from meeting with Jonathan in person and will be happy with any information and referrals he can provide.*

*Eric, please email Jonathan directly to connect further. Visit the following link for information about the Connector Program: <https://www.portlandofopportunity.com/professional-connector-index>*

*Thanks, and I look forward to hearing from you both.  
Kind regards, Ruth*