Networking Checklist

As you embark on your job search, you will soon notice how many networking opportunities are out there. If unprepared, it is easy to let these opportunities slip by. So in order to take full advantage, and be more successful in your job search, get prepared with the necessary networking tools.

Read the sections below and see what you need to do next.

Networking tools include:

- Professional CV (various versions)
- Business / contact cards
- Your personal “infomercial” (adaptable to different situations)
- Professional LinkedIn account

What you need to ask yourself when networking

1. Before making a phone call.
   - What am I asking of this person?
   - Is it something he or she can do, or do I need to speak with someone else?
   - Have I written a list of the things I would like to ask?
   - Have I practiced out loud what I want to say?
   - Am I ready to speak right now if this person can give me a few minutes?
   - If he or she wants to schedule an appointment, is my agenda open and do I know my availability?
   - What is the ultimate goal of this phone call (general information, to schedule an information interview, obtain a job lead or a referral, or something else)?
   - What outcome would I be happy with?

2. Before attending an event.
   - Am I sure this event is appropriate for me?
   - Do I have my CV and/or business cards with me?
   - Have I prepared an infomercial appropriate for this situation?
   - Am I able to confidently introduce myself to various people?
   - Have I researched those in attendance to know who I would like to approach?
   - What is the ultimate goal in attending this event?
   - What outcome would I be happy with?

3. Before an arranged meeting.
   - Why did I ask for this meeting?
   - Will this person remember me or do I have to reintroduce myself?
   - Have I prepared a list of questions to ask the person?
   - Do I have pen and paper to make notes?
   - Is my cell phone turned off?
   - What is the ultimate goal of this meeting?
   - What outcome would I be happy with?