

Network Builder Worksheet



ReadySet HIRED! Worksheets are intended to be used as a guide. The elements listed are some of the things you need to consider at particular stages of your job search. The worksheets are by no means absolute, so don't feel you have to complete every item in order to proceed. They are also not exhaustive, so there are likely "other" elements you might want to consider that are not on the worksheets, depending on your particular situation and requirements. If you see the symbol †, refer to the related Reference Sheet for more information. Revisit the worksheets often to revise and recalibrate them as necessary based on your successes and challenges.

Build a SMART Network

Specificity	Measurability	Attainability	Relevance	Timing
I have clearly defined my network objectives.	I can measure the outcome of my networking activity.	My networking objectives are challenging while being realistic and achievable.	My networking activities and efforts are appropriately related to my job search.	I have indicated milestones and put stakes in the ground to help me reach my networking objectives.

3 Steps to Building a Network

1. Contact List

a) I created a "warm call" list of people I can easily access to start building my network? Use the table below to write down a few names to start.

Family/ Friends/ Colleagues	Classmates/ Alumni/ Faculty/ Instructors	Recruiters	Boards/ Associations	Other

b) I made a list of cold calls I want to make to companies that I'm interested in? Do I know the names and/ or titles of the people I want to contact?

2. Scripts

a) Do I know what I'm going to say when I call my contacts? What are the most important points I want to get across?

b) Have I prepared separate scripts for warm calls, cold calls, live conversations and leaving voice messages?

	Live Voice To Voice	Voice Message								
Warm call	<table border="1"> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> </table>					<table border="1"> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> </table>				
Cold call	<table border="1"> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> </table>					<table border="1"> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> </table>				

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c) Are my scripts clear and concise? Have I articulated why I'm calling?

3. Call Management

a) Have I scheduled my networking calls? Am I making them routinely?

b) Am I keeping track of my networking activities? Am I keeping my contact information updated?

c) Am I getting results from making my calls (meetings, leads, referrals)? Am I getting closer to getting a job?

d) Do I know how I'm going to follow up with my network contacts? Another phone call? Email?

For more details to help you get started in your job search, be sure to review:

- Step 5. Networking on the ReadySet HIRED! website
- Networking Checklist