

Networking Checklist



10 Easy Steps
to get the
Job You Want!

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ReadySet HIRED! Checklists are intended to be used as a guide. The actions and items listed are “reminders” – things you need to consider at particular stages of your job search. The checklists are by no means absolute so don’t feel you have to check off every item on the list in order to proceed. They are also not exhaustive, so there are likely “other” items and actions you need to consider that are not on the list depending on your particular situation and requirements.

RESEARCH	
<input type="checkbox"/> Family/ Friends/ Colleagues	<input type="checkbox"/> Classmates/ Alumni/ Faculty/ Instructors
<input type="checkbox"/> Recruiters	<input type="checkbox"/> Boards & Associations
<input type="checkbox"/> Target Company Contacts	<input type="checkbox"/> Other
THINGS TO KEEP IN MIND	
<input type="checkbox"/> Objectives	I have set out clear objectives for my networking interactions.
<input type="checkbox"/> Commitment & Scheduling	I understand that networking takes time and I am prepared to dedicate a certain amount of time to networking each week/ day.
<input type="checkbox"/> Cold Calling	I am prepared to cold call my list of network prospects.
<input type="checkbox"/> Events	I have researched which events I should attend to broaden my network.
<input type="checkbox"/> Personal Pitch	I have prepared my personal pitch – my “elevator” speech – to use in networking situations.
<input type="checkbox"/> Questions & Answers	I have prepared questions to initiate conversations, and I’m ready to answer common questions, especially “How can I help you?”.
<input type="checkbox"/> Business Cards	I always have enough of my business cards on hand to pass out freely.
<input type="checkbox"/> Reciprocation	I’m prepared to offer assistance whenever I can to my network contacts.
<input type="checkbox"/> Keeping Organized	I have a contact management system, including a day planner, scheduler or calendar to keep track of my networking contacts and commitments.
FOLLOW UP	
<input type="checkbox"/> Timeliness	I follow up in a timely manner – within 72 hours after meeting a network contact.
<input type="checkbox"/> Keeping Promises	I manage expectations around the commitments I’ve made to my network contacts.
OTHER	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	