

Networking Checklist

- Be CLEAR about what you are looking for (otherwise the contact has no way to help you); Be sure that they can associate you with a professional title
- Develop a list from your own close contacts
- Consistently be interested in expanding your network (Every week – should get at least 1 person larger)
- Every social situation is an opportunity for networking (workshop, family gathering, night out)
- Consider networking a 2-way street (i.e., what can you do for the other person, want to get to know the other person first)
- Follow up quickly – don't wait on a referral
- Work on developing your social skills (i.e., what are your areas of weakness; how can you work on them?)
- Be engaging, thoughtful, interesting, a good listener, helpful, genuinely interested in other people
- Always stay in touch with contacts on a regular basis (i.e., even if you are employed, ask about how they are doing and let them know how you are doing)
- If they assist in helping you make a connection, get a job or an interview, be appropriately grateful and keep them in the loop
- When you invite a networking contact to lunch or coffee, the bill is on YOU
- Ask open-ended questions in informational interview; not questions that can be answered with a yes/no response
- When on an informational interview, the last questions should always be “Is there anyone else that you think I should speak to?” or “Do know anyone who would be a good resource to find out about X?”
- Remember you are building a professional community and as such you should behave in a way that promotes community building (i.e., think about them when a position, article, opportunity—comes across your desk, help them out when they ask, be a good referral source for them)
- Don't just network with people in your field
- Be able to reframe situations that don't go well; brush yourself off and get back to networking
- Take risks and put yourself out there; it gets easier