

## **NETWORKING "CHECKLIST"**

If job hunting - KNOW YOUR OBJECTIVE(s)

- Nobody can help you if they don't know what you want!

Develop a "Contact List"

- People who are knowledgeable about your field.
- People who know lots of people (i.e. have large "Rolodexes")

Get Referrals to targeted contacts

- Would you be more likely to speak to someone you don't know, or someone who was referred to you by a friend or colleague?

DON'T put people under pressure

- Don't ask people to take an action for you (such as give or find you a job), but ask for "advice" - almost everyone likes to give advice!

Networking is a "two-way street"

- Be prepared to give as well as ask.
- Giving gratitude is a legitimate exchange, especially an offer to "return the favor"

Attend professional association meetings

Send "Seasons Greetings" (non-denominational or New Year)

- Very simple message
- E-mail is fine, in fact preferred by many