

NETWORKING MEETING CHECKLIST

YOUR NETWORK CONTACT & MEETING OBJECTIVE

Contact Name: _____ Company: _____

What is your objective for the meeting?
 - What you will do _____
 - What they can do _____

PRE-MEETING ITEMS

Meeting Date/Time: _____ Location: _____

Meeting Confirmation Items	Sent confirmation e-mail (Date, Time, Location)	_____	Check the completed items
	Included Job Search documents	_____	
	Provided Cell Phone number	_____	
	Have Contact Cell Phone Number	_____	

YOUR REFERRAL

Referral Name: _____ Company: _____

Why did they provide this specific contact to you?

Link to Target Companies: _____

Link to Specific Contact(s) _____

Other Networking Contacts _____

NETWORKING CONTACT - BUSINESS & INTERESTS

What is your contact's business? _____

Other areas of interest or accomplishments

1) _____	3) _____
2) _____	4) _____

Resources checked for background

LinkedIn _____	Corporate website _____
ZoomInfo _____	Professional Association _____
Plaxo/Other _____	Other (Personal) _____

NETWORKING CONTACT - OTHER CONNECTIONS

Other connections to networking contact

- Fellow colleagues
- Associations/Groups
- College/Grad
- Employers

See Tool "Using LinkedIn for Networking" - for finding common contacts

80% RULE - WHAT YOU CAN DO

How can you help with their business?

Possible connections

Name

Reason for connecting

1)

2)

3)

4)

POST MEETING

Is there a follow-up meeting?

Purpose:

Date/Time:

Date of meeting or to follow-up

Your follow-up actions:

1) _____

3) _____

2) _____

4) _____

3) _____

5) _____

Networking Contact follow-up actions:

1) _____

3) _____

2) _____

4) _____

3) _____

5) _____

Optional: Observations/Thoughts for improvement

1) _____

2) _____

3) _____