

**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	Sent confirmation e-mail (Date, Time, Location)	_____	Check the completed items
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	_____	Other (Personal)	_____
Professional Association	_____		
Corporate website	_____		

**NETWORKING MEETING CHECKLIST**

**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) \_\_\_\_\_