**Networking Worksheet**

*Networking is a rewarding, lifelong activity that should always be part of your professional development. You want to approach networking as more than just a request for a job; you want to build relationships with others.*

# Step 1

List out all of your contacts; this list can include friends, family, teachers, peers, acquaintances, dentist, doctor, or neighbors

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# Step 2

Categorize the list into professional (faculty, acquaintances, referrals) or personal (family, close friends of the family, friends, or close co‐workers) contacts. Use this list to determine how formal or informal your contact with each person should be; contact your professional network through LinkedIn, scheduled phone calls, meetings/lunch meetings, etc. Contact your personal network through Facebook, texting, phone calls, and casual conversations; maintain your list in a spreadsheet or through an electronic contact list or address book.

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| **Professional** | **Personal** |
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# Step 3

General etiquette rules apply to networking: always be polite and appreciative of what people do for you.

* Make a good first impression – always be appropriate depending on the event and/or method of networking; remember that your physical appearance contributes to your overall impression
* Always be genuine when networking and avoid “using” people for their connections
* Do as much preparation and research as possible before talking with your connections
* Maintain your contacts and always be willing to help another person – it is a reciprocal relationship
* Thank a contact if he or she directly or indirectly assists you with making a connection; do something to thank the person even if it is a simple note of appreciation
* Keep commitments and promises made
* Never burn bridges ‐ it can hurt your job search