

Networking Action Plan

My goal is to contact all of the people in my network by (date): _____

1. Name of contact: _____

2. Date contacted: _____

3. My method of contact: *(circle one)*

Email | **Phone** | **Face to Face**

4. Result: Can they connect me to a job opportunity? *(circle one)*

Yes | **No** | **Maybe**

5. If **yes or **maybe**, what is the job opportunity?** _____

6. What do I need to do to follow up on this opportunity? *(check one)*

_____ **Make a phone call.**

_____ **Send an email.**

_____ **Pick up an application.**

_____ **Apply online.**

_____ **Other:** _____

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_____ Other: _____