



Conversation Checklist

- ☐ Identify yourself (first and last name), and how you know the person.
- ☐ Ask *"Is this a good time to talk?"*
- ☐ If *"No,"* ask when you should call back, then say *"thank you"* and *"goodbye."*
- ☐ State that you are looking for a job and say what type of job you are looking for.
- ☐ Ask if the person knows of anyone who is hiring.
- ☐ Write down information if the person can give you any (Company, names, phone numbers, email addresses)
- ☐ Ask for the person to repeat information if needed
- ☐ Say *"Thank you."*
- ☐ Say *"Goodbye."*