

Looking for a Job: Networking

Name: _____

Date: _____

Instructor: Present this self-assessment to the student during and after he engages in networking activities.

| | 1 NO | 2 MAYBE | 3 YES |
|---|---------|------------|----------|
| 1) <i>Networking means making connections with people who may be hiring or who may lead me to job opportunities. In coming up with my network, do I consider people who are likely to think of me as a good worker?</i> | | | |
| 2) <i>Do I think about people for my network who are local to the area where I live?</i> | | | |
| 3) <i>Do I think about friends and family members to be in my network?</i> | | | |
| 4) <i>When developing my network, do I think about past or current coworkers, supervisors, and teachers?</i> | | | |
| 5) <i>When developing my network, do I think about people in my community who know me?</i> | | | |
| 6) <i>Do I make a written list of possible people for my network?</i> | | | |
| 7) <i>Do I feel comfortable deciding which person / few people in my network can best help me find a specific job with a specific company?</i> | | | |
| 8) <i>Once I have a list of people in my network, do I decide who I should contact first?</i> | | | |
| 9) <i>When contacting someone in my network, I should give them information about the kind of job I am looking for, my educational and work experience, and the skills I have relevant to the job I am seeking. Do I give this information to the people in my network when I contact them?</i> | | | |
| 10) <i>Do I give people in my network my current contact information and a copy of my resume?</i> | | | |

| | 1 NO | 2 MAYBE | 3 YES |
|---|-----------------|--------------------|------------------|
| <i>11) Do I make sure to say thank you to everyone I contact in my network?</i> | | | |
| <i>12) If I contact people in my network by email, do I make my email friendly but still professional?</i> | | | |
| <i>13) If I contact people in my network by telephone, do I practice what I will say ahead of time?</i> | | | |
| <i>14) I may want to network with people through a social network such as Facebook or LinkedIn. When I post information to my social network, do I include information about the kind of job I am seeking and my email address?</i> | | | |
| <i>15) Some people attend events like job fairs and conferences in order to network. Would I know how to dress, what to bring, and what to do and say at one of these events?</i> | | | |