

Name: _____

Steps to Successful Job Networking

Your goal is to get one job lead and referrals for two more people.

Step 1: *Prepare to make a good impression*

You must make a good impression with people. Any person may be a part of your network. You need to prepare before each call or meeting. Each call you make is a possible job lead. Be ready to get as much information as you can out of each call.

Step 2: *Call or meet with the person*

Always start networking with people you know. Make a call to the person. Ask to set up a meeting, or get the information you need over the phone.

Step 3: *Ask for a job lead*

Introduce yourself. Tell the person the type of job you are looking for, ask them if they know of any job openings.

Step 4: *Ask for two referrals*

Even if the person gave you a job lead, ask for two referrals. Do not give up until you have names of two people who might help you get a job. Remember, you can get referrals from anyone, but only if you ask for them.

Step 5: *Follow up on all referrals*

In many cases the referrals you get will not be people who have a job opening. When you do get a referral for a job opening, you should follow up right away. It is best to make this call yourself.

Step 6: *Send a thank you note*

Sending thank you notes is important. It is good manners to thank someone who interviewed you or given you information. A thank you note will leave the person with a good impression of you. This will help you later. As you look for job you will be remembered when others may not.