

Strategic Networking Plan Worksheet

Networking is a vital part of your job search but people often don't know how to go about it. It is important to have a clear strategic plan of action. First, make a list of 10 people who you already know or know of who might be potential key people for your network. They could be friends, relatives, colleagues, supervisors, acquaintances, successful professionals in your field, etc.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Now go back through your list and identify how they might be able to help you. For example, they might provide support when you are feeling discouraged, be able to introduce you to others, be a reference, provide you with you information about jobs in your desired field, etc. Once you have gone through this step, go back and list one action step with a deadline that you can take. For example, I will call Jane Smith by the end of the week to see if she would be willing to go for coffee with me and offer advice on my job hunt. Remember that networking works both ways and its important to help others. When reviewing the people on your list, see if there is any way you could be of help to them as well.