Professional Networking Checklist

Below is a checklist of items to help organize your networking meetings.

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| Done ✔ | Professional Networking Checklist Items |
|  | **Virtual networking event** |
|  | Check event site for a company or attendee list (research via LinkedIn or website). |
|  | Review profiles of keynote speakers. |
|  | Prepare conversation/ice-breaker questions. |
|  | Create questions for the keynote speaker. |
|  | Tailor and practice your professional pitch. |
|  | **Industry chat** |
|  | Create an agenda to follow. |
|  | Prepare questions. |
|  | Review the profile of the person with whom you are meeting. |
|  | Stay on track and on time. |
|  | Thank them for their time. |
|  | End with a call to action. |
| Sample Agenda (20-minute meeting) | |
| **0–5 minutes** | Introductions (professional pitch) |
| **5–15 minutes** | Drive the conversation by asking prepared questions (see sample questions below). |
|  | **Question #1** |
|  | **Question #2** |
| **15–20 minutes** | Wrap up with a follow-up action plan. |
| Sample Questions | |
|  | Why did you decide to get into this field? |
|  | What do you like most about it? |
|  | What do you find to be the biggest challenge? |
|  | What advice do you have for someone looking to change careers and segue into this field? |
|  | How were you able to package your skills and experience from your previous positions and make a successful transition? |
|  | How did you find your current position? |