

My Strategic Networking Plan

Goal #1: Develop my list of existing contacts

TASKS

Existing Relevant Contacts:

TIME FRAME
(Start Date – End Date)

1. _____
2. _____
3. _____
4. _____
5. _____

Existing Personal Contacts:

1. _____
2. _____
3. _____
4. _____
5. _____

Existing Association Contacts (non-family or friends):

1. _____
2. _____
3. _____
4. _____
5. _____

Sources/Online Networking Sites/Groups:

(Plan to use to add to existing list of association contacts)

1. _____
2. _____

3. _____
4. _____
5. _____

Goal #2: Increase my list of relevant contacts

TASKS

TIME FRAME (Start Date – End Date)

Email/call my existing personal contacts to explore whether they know anyone whom I could add to my existing list of relevant contacts:

Email/call my existing association contacts to explore whether they know anyone whom I could add to my existing list of relevant contacts:

Use online networking sites to make new connections with relevant contacts who surface from my search:

Goal #3: Schedule information interviews

TASKS

TIME FRAME (Start Date – End Date)

Determine which relevant contacts I want to email and which I want to call:

Determine which relevant contacts I would be able to visit versus those whom I would have to interview by phone:

Acquire contact information for each relevant contact:

Develop my email and phone script for requesting information interviews:

Request information interviews with my existing relevant contacts:

Goal #4: Prepare for my information interviews

TASKS

Research each relevant contact's organization and position/role:

Develop my POWERful list of information interview questions:

Get directions for the face-to face-information interviews:

TIME FRAME
(Start Date – End Date)

Goal #5: Successfully conduct my information interviews

TASKS

Begin the information interview strong via thanking my relevant contact and greeting him or her with positive energy:

Ask my POWERful list of information interview questions:

Be attentive and take notes on the responses to your questions:

End the information interview by thanking him or her again for his or her time and ask if he or she has any other referrals that he or she could make:

TIME FRAME
(Start Date – End Date)

Goal #6: Follow up and stay visible

TASKS

Send a thank you letter or email to my relevant contact and reiterate my interest in the career field/organization:

Personalize your thank you letter by revisiting key highlights of what was discussed during the information interview:

TIME FRAME
(Start Date – End Date)

Ask if he or she knows of any colleagues who would be willing to conduct a similar information interview:

Create and maintain a spreadsheet or database of everybody you conduct an information interview with and all of your relevant, personal, and association contacts. Keep their contact information accessible and, take notes on each interaction you have with them and determine what your next steps will be:

Remain visible to each relevant contact by checking in once in a while and/or inviting them to connect on a professional networking site:

POWERful Information Interview Questions

The following list of questions should be asked during information interviews. This list follows the POWER method that features an effective progression of questions. There is some strategy associated with conducting Information Interviews and networking. Do not begin an interview by asking about internships or jobs a prospective employer may have for you. One of the main goals of Information Interviewing is to build strong relationships with networking contacts in your career field. A great way to ensure building strong relationships is to follow the POWER method of Information Interviewing. Establish a solid list of questions using the progression that follows:

- P** **Person** you are interviewing
- O** **Organization** of your contact
- W** **Work Field** of contact
- E** **Exploring** Opportunities with their company or within the field
- R** **Referrals** to other contacts and organizations

When using the POWER method, first ask questions about the Person, their Organization, and the Work field prior to Exploring job or internship opportunities and requesting Referrals.

Questions...

About the PERSON

- What is your position title? Are there other titles for similar jobs?
- What are your day-to-day duties and responsibilities?
- How did you get the position you currently have? Describe your career path.
- Describe a typical work week. How many hours do you work each week?
- Is there travel associated with your job? How much?
- What do you like and dislike most about your job?
- Is there flexibility regarding the hours you work and where you work (e.g., out of the home)?
- What are your biggest challenges in this job?
- With which departments or people do you work most closely?
- How do you see the results of your job?
- To whom do you report?
- Who do you supervise?
- What is your management style?
- In what professional organizations are you active?
- Given your experience and education, what other careers could you pursue?
- What are your long-term career goals?
- What personal characteristics and skills are most essential to perform this job well?

About the ORGANIZATION

- Describe the culture of the organization.
- What is your company's mission?
- What is your company's vision for the future?
- What are the big projects your company is currently working on?
- What is the company's philosophy regarding customer service?
- What is the company's philosophy regarding diversity?
- Do most of the employees buy into these philosophies and live out these philosophies daily?
- Who are your competitors?
- How do you differ from your competitors?
- How much flexibility do you have in terms of dress, travel requirements, vacation schedule, place of residence, etc.?
- Does your company/organization offer training programs or internships?

About the WORK FIELD

- How did you originally get into this field?
- What is the employment outlook for this type of work - now and in the future?
- What are the opportunities for advancement or job mobility?
- What is an average time frame for an employee to advance from position to position in this field?
- Do you have to change companies to progress in this field?
- What is the typical beginning salary range? What is the range in five years?
- What are some of the major trends or issues in the field today?
- What are the major challenges in the industry?
- Which organizations are considered to be the best in the field?
- Has there been much downsizing in your field?
- What kind of work schedule does this career require?

About EXPLORING Your Options

- Is my background well suited for this type of work?
- As you review my resume, what tips would you provide?
- What credentials, degrees, licenses, experience, or training are required for entry into this field?
- What educational preparation do you feel would be best?
- What kinds of college experiences are valued most?
- How does your company notify the public of openings?
- What general advice would you give me regarding pursuing opportunities with your organization and others in the field?

About Getting REFERRALS

- What trade or professional associations should I contact? Would I be eligible to become a member?
- This has been a great experience for me. I would like to meet with other people in the field to receive additional perspectives. Do you have a colleague in the field who may be willing to talk with me?
- Who else would you recommend I contact for more information about this career?