

## Networking Action Plan

**Directions:** Fill in your Networking Tree Worksheet first. Use your Networking Tree to make a list of the people you need to contact. Write these names in each box. As you contact each person, fill in all of the information in that box.

**My goal is to contact all of the people in my network by (date):** \_\_\_\_\_

1. Name of contact: \_\_\_\_\_

2. Date contacted: \_\_\_\_\_

3. My method of contact: (circle one)

Email | Phone | Face to Face | Social Media

4. Result: Can they connect me to a job opportunity? (circle one)

Yes | No | Maybe

5. If yes or maybe, what is the job opportunity? \_\_\_\_\_

6. What do I need to do to follow up on this opportunity? (check one)

- \_\_\_\_ Make a phone call.
- \_\_\_\_ Send an email.
- \_\_\_\_ Pick up an application.
- \_\_\_\_ Apply online.
- \_\_\_\_ Other: \_\_\_\_\_

1. Name of contact: \_\_\_\_\_

2. Date contacted: \_\_\_\_\_

3. My method of contact: (circle one)

Email | Phone | Face to Face | Social Media

4. Result: Can they connect me to a job opportunity? (circle one)

Yes | No | Maybe

5. If yes or maybe, what is the job opportunity? \_\_\_\_\_

6. What do I need to do to follow up on this opportunity? (check one)

- \_\_\_\_ Make a phone call.
- \_\_\_\_ Send an email.
- \_\_\_\_ Pick up an application.
- \_\_\_\_ Apply online.
- \_\_\_\_ Other: \_\_\_\_\_

1. Name of contact: \_\_\_\_\_

2. Date contacted: \_\_\_\_\_

3. My method of contact: (circle one)

Email | Phone | Face to Face | Social Media

4. Result: Can they connect me to a job opportunity? (circle one)

Yes | No | Maybe

5. If yes or maybe, what is the job opportunity? \_\_\_\_\_

6. What do I need to do to follow up on this opportunity? (check one)

Make a phone call.

Send an email.

Pick up an application.

Apply online.

Other: \_\_\_\_\_

1. Name of contact: \_\_\_\_\_

2. Date contacted: \_\_\_\_\_

3. My method of contact: (circle one)

Email | Phone | Face to Face | Social Media

4. Result: Can they connect me to a job opportunity? (circle one)

Yes | No | Maybe

5. If yes or maybe, what is the job opportunity? \_\_\_\_\_

6. What do I need to do to follow up on this opportunity? (check one)

Make a phone call.

Send an email.

Pick up an application.

Apply online.

Other: \_\_\_\_\_