

Networking Worksheet

Did you find this worksheet helpful? Check out the Career Guide for more info: info.wcu.edu/careerguide or the Canvas Career Collection located on your WCU Canvas Dashboard

What is Networking?

Through experiences with past employers, supervisors, peers, acquaintances, and leaders in your field of interest; you can build a community of people who can speak to your abilities and expertise. Who these people know might lead to your first full-time position.

How and Where to Network:

As you meet people either virtually or in person, make sure you follow up with them. Check in periodically to update them on your job search and other life updates and ask about how they are doing. Attend networking events and use professional websites to meet new connections and keep in touch with existing ones.

Examples include:

- LinkedIn
- Professional Associations
- Professional Conferences
- Career Fairs
- Professional Seminars or Workshops
- Other Networking Events

Networking Sources:

Use the space below to come up with potential networking sources. Try to come up with at least three sources for each category.

Relatives _____ _____ _____	WCU Alumni _____ _____ _____	Members of Professional Organizations _____ _____ _____
Personal/ Family Friends _____ _____ _____	Faculty Members _____ _____ _____	Career Fairs _____ _____ _____
Classmates _____ _____ _____	Supervisors/ Coworkers _____ _____ _____	Other Events _____ _____ _____

10 Questions to Ask your Networking Connections:

1. What does a typical day look like in your role?
2. What do you enjoy about working for your company?
3. What are some of the challenges you see in your position?
4. What do you think is the future of this field?
5. What do you wish you knew about this field when you were in college?
6. How did you gain the experience needed for your role?
7. What are important skills for someone to have if they want to work in a similar role?
8. What opportunities for advancement are there in this field?
9. What is the company culture like?
10. What professional organizations do you recommend?

Create your Networking Plan:

Write 3 things you will do this semester to develop your network:

1. _____
2. _____
3. _____

Write 3 things you will do over break to develop your network:

1. _____
2. _____
3. _____

Networking Correspondence:

Cold Calls:

Cold calls are phone calls or email messages to people you have not contacted before.

Cold call messages should include:

- Brief introduction into who you are
- Purpose of reaching out
- Why you are contacting them specifically
- Call to action or next step
- Closing statement

Follow-Up Phone Call/ Email:

A follow-up message reminds the recipient of your original message and purpose for contacting. If you spoke with someone on the phone or in person, make sure you also follow up with them via email. You can also follow up with someone within two weeks if you haven't heard back from them. People are often busy and may forget about your original message.

TIP: Check out pg. 63 of the Career Guide for examples of cold calls and follow up messages!