

OUTLINE FOR A NETWORKING MEETING

1. INTRODUCE YOURSELF

Mention the name of the person who referred you. Make the person comfortable by stating that you are not there because you expect a job. Rather, you are seeking advice and information on your job search.

2. TALK ABOUT YOUR SITUATION

Explain why you are looking for a new job, but be brief and positive in your explanation. Next, talk about your job objective, your skills, experience and any personal characteristics which support your objective.

3. ASK PREPARED QUESTIONS AND LISTEN

Prior to your meeting, make a list of several questions you can ask at this point to get the person's advice and information. You can ask questions about the job market in relation to your objective, current problems in your field of interest, how your contact obtained his/her job and what your contact's background and experience is.

4. GET REFERRALS

Ask your contact if he/she knows anyone else who might be able to give you more advice and information on how you can achieve your job objective.

5. CLOSE

Close the meeting by thanking your contact for his/her time, advice, information and referrals. Explain that you will follow up after you meet with your contact's referrals.