



Preparation Check Lists For

- **Networking Meetings**
- **One On One Meetings**
- **Cold Calls**
- **Interviews**

Here are some “friendly reminders” to review before doing any of the following:

- **Attend a Networking Meeting...group type vs one on one.**
 - ✓ **Do you have specific objectives for the meeting?**
 - ✓ **How many new contacts are you going to make?**
 - ✓ **Will you meet the speaker?**
 - ✓ **Will you ask the speaker if you can contact him/her?**
 - ✓ **Will you sit at a different table than you did the last time?**
 - ✓ **Will you talk to people you haven't met before?**
 - ✓ **Will you follow up within 24 hours with every one you met?**
 - ✓ **Will you focus first on how you can help the other attendees?**

- **One on one meetings and networking phone calls.**
 - ✓ **Will you prepare as if it were an important interview?**
 - ✓ **Have you Googled the person you are meeting with?**
 - ✓ **Have you checked LinkedIn or Zoom Info?**
 - ✓ **Have you ask everyone in your network if they know the person?**
 - ✓ **Have you contacted you alumni office to see who works there?**
 - ✓ **Have you researched the company he/she works for?**
 - ✓ **Have you looked at their most recent 10Q?**
 - ✓ **Have you thoroughly reviewed their web site?**
 - ✓ **Have you looked at their current openings?**
 - ✓ **Is there a job posting you would qualify for?**
 - ✓ **Is there a job posting one of your friends would qualify for?**
 - ✓ **Have you read their most recent press releases?**

- ✓ Do you have a Marketing Plan you can give them?
- ✓ Have you scripted and memorized your opening lines?

- **Cold Calls**

- ✓ Will you prepare as if it were an important interview?
- ✓ Have you Googled the person you plan to call?
- ✓ Have you checked LinkedIn or Zoom Info?
- ✓ Have you ask everyone in your network if they know the person?
- ✓ Have you contacted you alumni office to see who works there?
- ✓ Have you researched the company he/she works for?
- ✓ Have you looked at their most recent 10Q?
- ✓ Have you thoroughly reviewed their web site?
- ✓ Have you looked at their current openings?
- ✓ Is there a job posting you would qualify for?
- ✓ Is there a job posting one of your friends would qualify for?
- ✓ Have you read their most recent press releases?
- ✓ Have you scripted and memorized your opening lines?

- **Interview**

- ✓ Have you Googled the person you are meeting with?
- ✓ Have you checked LinkedIn or Zoom Info?
- ✓ Have you ask everyone in your network if they know the person?
- ✓ Have you contacted you alumni office to see who works there?
- ✓ Have you researched the company he/she works for?
- ✓ Have you looked at their most recent 10Q?
- ✓ Have you thoroughly reviewed their web site?
- ✓ Have you looked at their current openings?
- ✓ Is there a job posting one of your friends would qualify for?
- ✓ Have you read their most recent press releases?
- ✓ Do you know who you are meeting with, their background and what they will be looking for?
- ✓ Do you have a copy of the job description? If not can you get one?
- ✓ Did you ask HR what the salary range is?
- ✓ Did you ask how the manager dresses? (Some will dress above and some below the formal dress code.)
- ✓ Did you ask what business casual means?
- ✓ Have you scripted and memorized your opening lines?
- ✓ Have you done a trial run of the commute to where you will be interviewing? Don't get blind sided by the directions or the traffic.
- ✓ Will you remember not to over do the jewelry, perfume, aftershave or your attire. Tip: A designer dress or suit at Ben and Jerry's won't fly.

Good Luck!