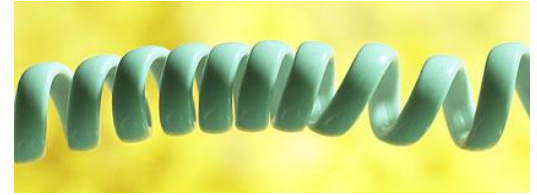


Tracking Your Job Search Networking

Barb Poole



Once you become comfortable with networking, you will be amazed at the number of people you are speaking with on a regular basis. It's crucial to keep an organized list of all your **job search networking**. Whether you're more comfortable with electronic **tracking** or a simple small spiral notebook, the important thing is to faithfully record and follow-up. I've borrowed from the 5 big Ws of Journalism and reporting (and added an extra H) to simplify.

1. **WHO** – Job Search Networking

- You spoke to
- Else they referred you to

2. **WHAT** – Tracking

- You talked about
- They need from you résumé, business card, references, work samples, tips, etc.
- Their company's business hiring needs are; or those of someone they know

3. **WHERE** – Tracking

- You will meet them
- You should send any requested information (and thank-you notes)

4. **WHY** – Tracking

- You should keep in contact with them
- They are a valuable contact

5. **WHEN** – Job Search Networking

- You will meet with them
- You should call (or email, contact via Internet etc.) them again for follow-up

6. **HOW** – Job Search Networking

- You can make sure they remember you
- You can use the information they provided you with

It takes effort to cultivate your **job search network**. People really are usually willing to help. Most importantly though, it starts with you being willing to help yourself. Due diligence in **tracking** may be the difference in landing that dream job.

Source: <http://hireimaging.com/articles/career-tips/tracking-your-job-search-networking>