

Informational Interview Checklist

Directions: Use this 20 item checklist as a guide to ensure that you are effectively networking.

Before the Informational Interview

1. ___ I identified my network and listed my contacts.
2. ___ I purchased thank you cards for follow-up notes.
3. ___ I printed business cards.
4. ___ I practiced my "60 Second Interview" (Where I have been, what I am doing, future plans).
5. ___ I landed an informational interview by cold calling an association, organization, or received a referral.
6. ___ I have researched the company that I will have an informational interview at.
7. ___ I research my soon-to-be contact on LinkedIn or Facebook prior to the informational interview.
8. ___ I prepared specific informational interview questions tailored to that company and job.
9. ___ I dressed appropriately (including a watch so I don't go over time).

During the Informational Interview

10. ___ I was 5 minutes early to the lobby or coffee shop.
11. ___ I gave a firm handshake and smiled frequently.
12. ___ I did not go over time (unless offered more time).
13. ___ I asked for 2-3 referrals.
14. ___ I offered to be of assistance to my contact in the future.
15. ___ We exchanged business cards.
16. ___ I did not ask for a job.

After the Informational Interview

17. ___ I sent a thank you email the same day as the informational interview.
18. ___ I mailed a thank you card within 48 hours.
19. ___ I typed and saved a summary of the informational interview for future reference.
20. ___ I have added my new contact to a database or spreadsheet and I will keep in touch every 3 months.