



NETWORKING MEETING WORKSHEET

Not all research can be done from the comfort of your easy chair and computer. Wouldn't it be great to talk to others who are already doing what you think you're interest in? You can...it's called an Informational or Networking Meeting. As with most meetings, the key is being prepared. Use the questions from this worksheet to keep a record of what you've learned.

Potential Career Job Title: _____

Person Interviewed: _____ Date: _____

Title: _____ Email: _____

Mailing Address: _____ Phone: _____

Lead Provided by: _____

Exploration Questions/Responses

What does a typical day look like? What do you do?

What are some things you do that an outsider would probably not ever think of?

What do you wish you had known when you started out?

What kind of training do you need to do your job?

Exploration Questions/Responses

What are the best and worst parts of your job?

How did you choose this industry and specific position?

What does a typical career path look like in this field?

What career path have you taken to get to your current position?

If you had to attribute your success in your career to one skill or trait, what would it be?

What are the most difficult challenges that you face in your work? Your career?

What is the best lesson you've learned on-the-job?

Exploration Questions/Responses

What can I be doing right now to prepare myself for a career in this field?

What knowledge/experience do I need to have before I'm qualified for a position like this?

As someone interested in a position like this, what companies, professional groups, events, websites, blogs, LinkedIn groups, etc. would you recommend I follow?

Based on this conversation, what other positions or job titles do you think I should research?

Other:

Other: