



## OUR FIRST JOB SEARCH

**When meeting with a New Contact, it is important to stay organized. Use this worksheet for each contact you add to your network and for every Informational Interview you set-up!**

### Steps before Meeting with the Contact:

Step 1: Who is the contact?

Name:	
Company:	
Job Title:	
Email:	
Phone Number:	

Step 2: What communication have you had with the contact thus far?

**Notes:**

Step 3: Have you scheduled your informational interview?

If the answer is **Yes**:

When:	
Where:	
Who:	
Notes:	



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If the answer is **No, why not?**

Notes:

*\*Set a Calendar Reminder!*

### After Meeting with the Contact:

What did you take away from this meeting?

Notes:

**Who** did they suggest you speak with next?

Name:	
Company:	
Job Title:	
Email:	
Phone Number:	

**Repeat these steps with each new contact you add, and  
WATCH YOUR NETWORK GROW!**