



Networking Checklist



Ontario
Chiropractic
Association

Creating community ties and deepening your professional network is incredibly valuable. This checklist is designed to facilitate a successful networking experience broadening the reach of your professional network. It is designed to identify and build on your strengths, gaining confidence as you network in the community.

Building Confidence

I have identified the values and principles that define the way I work.

I have listed three major accomplishments that I am proud of.

I have clearly described my abilities and the resources I provide to others.

I have written a list of my long- and short-term goals. I regularly review and update this list.

Building Rapport

I have introduced myself in a clear, concise and friendly way.

I have reintroduced myself instead of waiting for others to remember who I am.

I have focused on people when introduced so I could better remember their name and what they do.

I have been an active, respectful and perceptive listener.

My Networking Tools

I have made business cards that are attractive and reflect the quality of my work.

I have had business cards handy for each situation and handed them out appropriately.

I have written information I wanted to remember on the back of my contact's business card.

I have used appropriate etiquette for my voicemail, email and social media. I have left clear, brief messages.

I have used the Internet to gather information, make connections and find opportunities for myself and others. I researched employers and organizations in my field.

I have practiced introducing myself to a professional in my field.

Giving Acknowledgements

I have acknowledged people's contributions and accomplishments regularly.

I have nurtured my network with regular, timely calls and notes.

I have graciously received and accepted acknowledgement and support.

Managing Time and Information

I have established an effective system for organizing information about my network.

I have returned phone calls within 24 hours and I organize my thoughts before I call.

I have prepared myself for networking events so I can maximize the opportunity.

Community Participation

I have become a member of a professional or community organization and serve on a committee.

I have regularly given referrals to my network.

I have consistently reevaluated and added to my network.

I have been committed to the success of the people in my network.

I have operated with integrity, discretion and professionalism in all of my interactions and endeavors.

I have approached each contact and opportunity with an open mind.

Using Social Media to Network

I have created a professional presence on social media sites.

I have implemented privacy settings on personal social media for my friends and family to access.

I have developed and continue to maintain a professional LinkedIn page.

I have established new contacts strategically to connect with people with common career interests.

I have looked for LinkedIn recommendations and endorsements from people who know me well.

I have joined LinkedIn groups that reflect my professional interests.

I have commented thoughtfully on professional Facebook pages, and joined discussions wisely.

Making Effective Requests

I have asked for and used the support of others.

I have made clear, concise and non-demanding requests of my network.

I have consistently found opportunities to ask, "Who should I be talking to?"

I have followed up on leads promptly and I value every contact.

Create a Networking List

I have created a list of people and places that can support my networking strategy. These may include:

Workshops, seminars, conferences.

Professional associations.

Community gatherings, social events, family gatherings.

School and alumni events.

What Will I Say?

I have practiced my networking skills. I have:

Introduced myself.

Discussed my career interests and future plans.

Asked questions about my peer's organization, career path and skills.

Asked for advice or suggestions for a new graduate entering the profession.

Arranged a meeting, informational interview or job-shadow.

Followed up with a thank-you letter and made plans to stay in touch.



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