



Classy Career Girl's Networking Checklist

Make sure you ask yourself these questions BEFORE your next networking event!

1. Have I reviewed the website and do I know what the organization is about?
2. Have I looked online (ex. LinkedIn) for people who are going to be at the event and researched their professional history?
3. Am I confident and ready to create a great conversation?
4. Am I ready to ask the below networking questions?
 - a. What got you involved in this organization/event?
 - b. What is the most difficult part of your job?
 - c. What has been your most important work experience?
 - d. What is a typical day like for you?
 - e. What is the best job you ever had? What is the worst?
 - f. What was it like in the town you grew up in?
 - g. What is your favorite restaurant? Why?
 - h. What is your favorite holiday? What do you enjoy about it?
 - i. Tell me about your family.
 - j. What is your favorite thing to do alone?
 - k. Tell me something most would never guess about you.
5. Am I ready to answer the question, "So what do you do?"
6. Do I have business cards ready to pass out?
7. Do I know how to get there?
8. Have I planned out when I need to leave home in order to make it to the event early and have I allowed extra time for parking?
9. Do I know what I am going to wear and have I tried it on? Is everything clean and ironed?
10. Have I thought about what my goal is for the event and do I know what I want to get out of it?