

CHECKLIST / NETWORK CONVERSATION

GOAL

Ideas, comments, recommendations, obtaining other reference persons

But don't expect your conversational partners to be able to offer you a job.

1. AGREEING BY TELEPHONE UPON A RENDEZVOUS

- Making a request for a meeting (length approx. ½ hour)
- Contact upon the recommendation of X
- Confronting a professional re-orientation/seeking help when looking for a job

2. PREFERRED LOCATION

- In the conversational partner's office, maintain professional character

3. DISPLAY DOCUMENTS TO BE REVIEWED, SURRENDER THEM AS REQUIRED

- Ideal next job – new job being sought
- CV / short biography

4. PROGRESSION OF THE CONVERSATION

- Mention brief facts about the change that has been undertaken or is looming
- Comments about the positive side of the possible re-orientation
- Orientation about the new job being sought
- Ask about persons/offices which the conversational partner can recommend/name in order to receive further information/tips

- Make a request to/ask the conversational partner regarding whether you may make reference to him when you contact the aforementioned persons
- Ideal: Conversational partner immediately contacts the person in order to agree upon a rendezvous with you
- Agree upon a follow-up (...how do we remain...)

5. FUNDAMENTALLY SIMILAR APPROACH WHEN MAKING CONTACT BY TELEPHONE OR LETTER

AVOID

- Lapsing into self-pity about the necessity of the change
- Negative statements/complaints about previous employer (persons and company)
- Shelving of the documents (with promise to come back to them «as soon as I hear something»)