

The Professional Network Diagnostic—Building Connections

Select 1-5 for each statement (1=Strongly Disagree; 5=Strongly Agree)

I. Perceptions of “Networking”—Building Connections

- 1. I know having a well-nourished network—connectors, influencers, and relationships—is essential to my career success.
 - 2. I feel that spending time building relationships is worth the effort.
 - 3. I am willing to spend time outside of work building my network.
 - 4. I am sincerely interested and curious about meeting new people.
 - 5. I am willing to go the extra mile to help someone out and not expect anything in return.
 - 6. I enjoy going to networking events—it is an opportunity and no-lose situation.
 - 7. I know building a network is important but I think networking is just using people.
- Total**

II. Skills in Building Connections

- 1. I enjoy meeting people both personally and professionally.
 - 2. I am a good listener.
 - 3. I enjoy telling people about the work I have done, or do.
 - 4. I enjoy thinking of new ways to connect to people and feel confident in extending myself.
 - 5. I think of myself as an extrovert.
 - 6. I feel like I can carry on a conversation with anyone for a significant period.
 - 7. I see the opportunity to learn from each person I meet.
- Total**

III. Networking Strategy

1. I have identified the ideal type of people and organizations to network with.
 2. Presently, ___ number of people act as a connector for me—make an introduction, referral, or be a reference. (1=1-5, 2=6-10, 3=11-15 4=16-20, 5=20 or more)
 3. I know who can influence others or connect me to sources for the different types of work I do, or the types of projects I could do (job sharing, part time, with employer, other employers, as a consultant).
 4. I have compiled a list of my top twenty internal and external contacts as a guide for my contact and connection strategy.
 5. When I meet someone that could or should be in my network I follow up with him or her shortly after I meet him or her.
 6. I can easily compile a list of past clients, customers or other relationships (alumnae, colleagues, friends etc) that could make introductions or have potential work assignments.
 7. I discuss my networking, and networking strategy, with a person or people who I feel are good advisors.
- Total**

IV. The Practice of Networking

1. I have well thought out, informative talks that I can easily and confidently say when people ask me what I do or have done.
 2. I am ready to answer these Questions:
 - a. Are you working or when will you go back to work?
 - b. What will you do, or have you done, with your time off?
 - c. How are you going to handle childcare?
 3. I have well articulated stories that tell what I have contributed and can contribute to the work environment or to organizations that I wish to be a part of.
 4. I have regularly scheduled times to meet with or touch base with my connections and influencers.
1 = not at all, 2 once every few months, 3=1-2 times a month, 4=3-4 times a month, 5 = more than once a week
 5. I have an annual mailing or event to touch base with my contacts.
- Total**

V. Networking Habits

1. I have a consistent process for connecting to clients, connectors, influencers and employers.
 2. I keep track of who I have contacted and when.
 3. I am comfortable asking my connectors or influencers for help, and offering them help or responding quickly to their requests.
 4. I have a strategic plan for the organizations, clubs, boards, associations that I am or chose to be a part of.
 5. I am always looking for ways to keep on top of my game by reading, going to courses, learning from others, whether I am in the work environment or not.
 6. During networking events I am able to circulate efficiently, but maintain a good depth to my conversations.
 7. I regularly make introductions for those interested in accessing my network.
- Total**

Diagnostic Results - Identification of Areas for Improvement

Use these results to determine relative opportunities for improvement

