

Get The Job You Want, Even When No One's Hiring
Your Job Search Survival Toolkit

Networking Tracking/Organizing Forms

Please photocopy the forms on the following pages – or adapt your own versions based on these examples – and start to *use them* to track your progress and keep a record of your meetings, conversations, and follow-ups.

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Sample: Networking Tracking Form #1

Name: Phone: E-Mail: Source of Contact: Notes/Background:

Date	Points of Discussion	Next Steps

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Sample: Networking Tracking Form #2

Networking Calls/Meetings	
Contact Name:	Company name, address, and telephone:
	Notes: