

NETWORKING 1-1S

Name: _____

Date: _____

Title: _____

During your meeting, please be prepared to succinctly share:

- Your background and experience
- Your career aspirations
- 1–2 projects you are working on in your current role

Prior to your meeting, do research on the person you will be meeting:

- LinkedIn profile
- Company organizational chart
- Check the company career website for a job description.
- Ask peers about projects they may have had the opportunity to interact with the person you are meeting.

Below are suggested questions you can ask during your 1-1 networking meetings. If schedules/availability permit, plan for a 30–45-minute interview. Please select a maximum of 4-5 questions as your focus for the meeting.

1. What is your vision for your department and how does that fit into the organization’s goals?

2. What are 1-2 key projects that you are focused on this quarter and what obstacles or challenges are you and your team facing?

3. How do you see our marketplace changing, or what challenges do you think we will face in the next few years? How will that alter your strategy?

4. What skills and experiences should I acquire to further develop within my current role and to achieve my career goals?

5. Do you have any recommendations on other colleagues with whom I should develop a deeper professional relationship?

6. What advice do you have for me in my current role and to reach my career aspirations?

7. How can I support you or your team to reach your objectives?
