



## **The Career Center**

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### **NETWORKING CALLS IN BRIEF**

Here are the basics steps you will take to make a successful networking call:

1. Download a copy of the Call Outline for the type of call you want to make from the Virtual Handout Cart on our website:  
<http://www.ecu.edu/e3careers/forstudents.virtualhandoutcart.asp>
2. Modify the Outline as necessary to meet the needs of the particular call you plan to make (i.e., Is it a Personal Contact? A Referral? A Target?).
3. Print off a copy of the finished Outline and fill it out.
4. Determine what type of on Introductory Approach will be most effective and write it on the outline.
5. Review your Power Greeting (see Virtual Handout Cart) and modify it as necessary to fit this call.
6. Create eight open-ended probing questions you want to ask during the phone call. These should include (two each) questions about the industry, the company, the department, and the job you are targeting.
7. Create at least six SAC stories (see the Job Interviewing Handout) covering your experience both in the classroom and on the job.
8. Decide what Trial Close you want to use.
9. Decide what two days and times are the best for you to meet or talk by phone with each person.