Career Transition Ladder

This document will help you track the productivity of your networking. Print the following two pages and place them side-by-side on a wall in your working area. You want to be able to access this easily and see it often. At a glance, you should be able to see not only how productive your networking activity is (or is not) but also why.

Start with the "Level 1" column. For each networking connection, write their name in the middle section ("Contact"). Write the number of leads they have provided you in the left section ("Leads") {obviously this may change so you will want to use pencil or erasable ink}. Write the code for each contact in the left section ("Code"). Codes are listed at the bottom of the sheet. The connections you generate from this meeting will be listed in the second column; "Level 2" and so on.

Example:

You called your friend, Bill Nyes and had a short conversation with him about your search. Bill gives you Robert Fullbright, Sam Davees & Mary Clark as possible connections. You call all three and schedule meetings with Robert & Mary. Still excited about the new people you will meet soon, you send a thank you note to Bill. Your Transition Ladder would look something like this…

Level 1		Level 2	
3 Bill Nyes 1,2	0	Robert Fullbright	1,3
	0	Sam Davees	1
	0	Mary Clark	1,3

With a quick glance you can see that Bill has been a great help. You can also see reminders to do a little research on and plan thank you notes for Robert & Mary; you might consider trying Sam again in a day or so.

As time progresses this list will have more names and more codes; if you see lots of 1's & 3's, your networking is going pretty good (your getting meetings!). If you see 4's and no 3's; obviously you should start calling people instead of emailing them to request a meeting. A lack of 2's should remind you to send thank you notes. Lots of 1's and no (or few) 3's may mean you could improve your approach when you call someone to request a meeting (reach out to a friend or contact that can help you with this, considering practicing with them).

Code: 1= Phone   2=Letter   3=Meeting   4=Email

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CAREER TRANSITION LADDER

Informational Interviews	**Remembrance/Referral Meeting**	**Remembrance/Referral Meeting**
Level 1	**Level 2**	**Level 3**

Leads____ Contact____ Code____   Leads____ Contact____ Code____   Leads_____Contact____ Code____

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CAREER TRANSITION LADDER

Remembrance/Referral Meeting **Level 4**	**Remembrance/Referral Meeting** **Level 5**	**Remembrance/Referral Meeting** **Level 6**

Leads____ Contact____ Code____   Leads____ Contact____ Code____   Leads_____Contact____ Code____

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