# Networking Skills Self-Evaluation

To help you understand networking and give you some additional ideas for developing relationships, please take a few minutes to complete the following 24-statement inventory. ***(Developed by Network Professionals)***

*In the blank preceding each statement, write the number that indicates how often you engage in the behavior described. Use the following key:*

**Almost Always=5 \* Often=4 \* Sometimes=3 \* Seldom=2 \* Almost Never=1**

\_\_\_\_ 1. I probe for underlying issues in a conversation.

\_\_\_\_ 2. My work is perceived as competent by others.

\_\_\_\_ 3. I take time to talk to people wherever I meet them.

\_\_\_\_ 4. I let people know I remember something personal about them.

\_\_\_\_ 5. I make certain that my work fits into the larger picture.

\_\_\_\_ 6. I get along with personality types other than my own.

\_\_\_\_ 7. I ask people about their desires and goals.

\_\_\_\_ 8. I “go the extra mile” in delivering a task or project on time.

\_\_\_\_ 9. I follow the rules of basic courtesy (e.g., being sensitive to other’s time, thanking

people, giving social greetings).

\_\_\_\_10. I purposefully listen to the way others talk, and I use their language when I respond.

\_\_\_\_11. I look for options and alternatives to problems or issues.

\_\_\_\_12. I introduce myself to new people in the organization and/or whom I don’t know.

\_\_\_\_13. I ask questions that expand the range of conversation.

\_\_\_\_14. I influence the decisions of others because of my track record.

\_\_\_\_15. I let people know I appreciate them when they help me.

\_\_\_\_16. I pick up information about the “culture” I am in at the time.

\_\_\_\_17. I check out information before I proceed with a task.

\_\_\_\_18. I let people talk without interrupting them.

\_\_\_\_19. I use a system that helps me remember who people are and what they do.

\_\_\_\_20. I see tasks through to completion.

\_\_\_\_21. I act to build and maintain a good reputation in my organization.

\_\_\_\_22. I encourage others to talk and give me information about their jobs (e.g., activities,

responsibilities, pressures).

\_\_\_\_23. I meet my goals and objectives to my “client’s” satisfaction.

\_\_\_\_24. I use eye contact when others are talking to me.

# Networking Skills Inventory Scoring Sheet

Transfer your scores from the list of items to the following columns and add the scores for each of the columns:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. |  | 2. |  | 3. |  |
| 4. |  | 5. |  | 6. |  |
| 7. |  | 8. |  | 9. |  |
| 10. |  | 11. |  | 12. |  |
| 13. |  | 14. |  | 15. |  |
| 16. |  | 17. |  | 18. |  |
| 19. |  | 20. |  | 21. |  |
| 22. |  | 23. |  | 24.. |  |
|  |  |  |  |  |  |

RI SCORE TR SCORE WR SCORE

**Notes / First Impressions:**

*Jot down a few thoughts for the two questions on this page. Then partner up and discuss your responses.*

* What did you anticipate about yourself that you find to be true in your results?
* What surprised you? How did you feel about the results?



* What insights and ideas have you discovered that might be helpful to build new/improved networking opportunities?
* How might improving networking opportunities impact your work? Benefits?