

<b>SAMPLE INFORMATIONAL MEETING AGENDA</b>	
• Build Rapport	• Conversation/Decompression
• Self Presentation	• Objective/Background, etc.
• Focus in	• Industry/Sector, Issues, Challenges, Problems, etc • Referrals
• Questions	• Gather Info for Search
• Thank You and Next Steps	• Summary and Agree on Next Steps

## **AFTER ACTION/MEETING/INTERVIEW REPORT**

- Date: \_\_\_\_\_ Company Name: \_\_\_\_\_
- Met with: Name(s) \_\_\_\_\_ Title(s) \_\_\_\_\_
- Purpose of Meeting \_\_\_\_\_
- What did you learn: person/position/company? \_\_\_\_\_
- Did you learn anything that confirmed or modified your interest in the role/organization? \_\_\_\_\_
- Challenges and needs of the company/role? \_\_\_\_\_
- Referrals and Next steps? \_\_\_\_\_
- Your evaluation of the meeting/interview: \_\_\_\_\_
- Other information to note: \_\_\_\_\_