

The exercise of conducting a social network audit is about reaching network capacity. It is helpful for individuals who are attempting to reach a goal, such as finding a job, going to graduate school or attempting to start a business. Network capacity is about being able to maximize the number of contacts in a network who can provide information that leads to a solution.

7 Steps to Conducting the Social Network Audit

Step 1: In my *Goals* you have the option of creating as many goals as you would like. The best way to organize your goals, is to label them (1) main goal (2) sub goal. Get someone to help you develop your goals if required.

Example: *An individual who is looking for a job*

Name of Goal: (1) Main Goal
 Description: Find a job in my field
 Target Date: February 15, 2006

Name of Goal: (1) Sub Goal
 Description: Write a resume
 Target Date: December 12, 2005

Name of Goal: (1) Sub Goal
 Description: Contact employers for an informational interview
 Target Date: January 7, 2006

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my Goals Form

Name of Goal

Description

Target Date

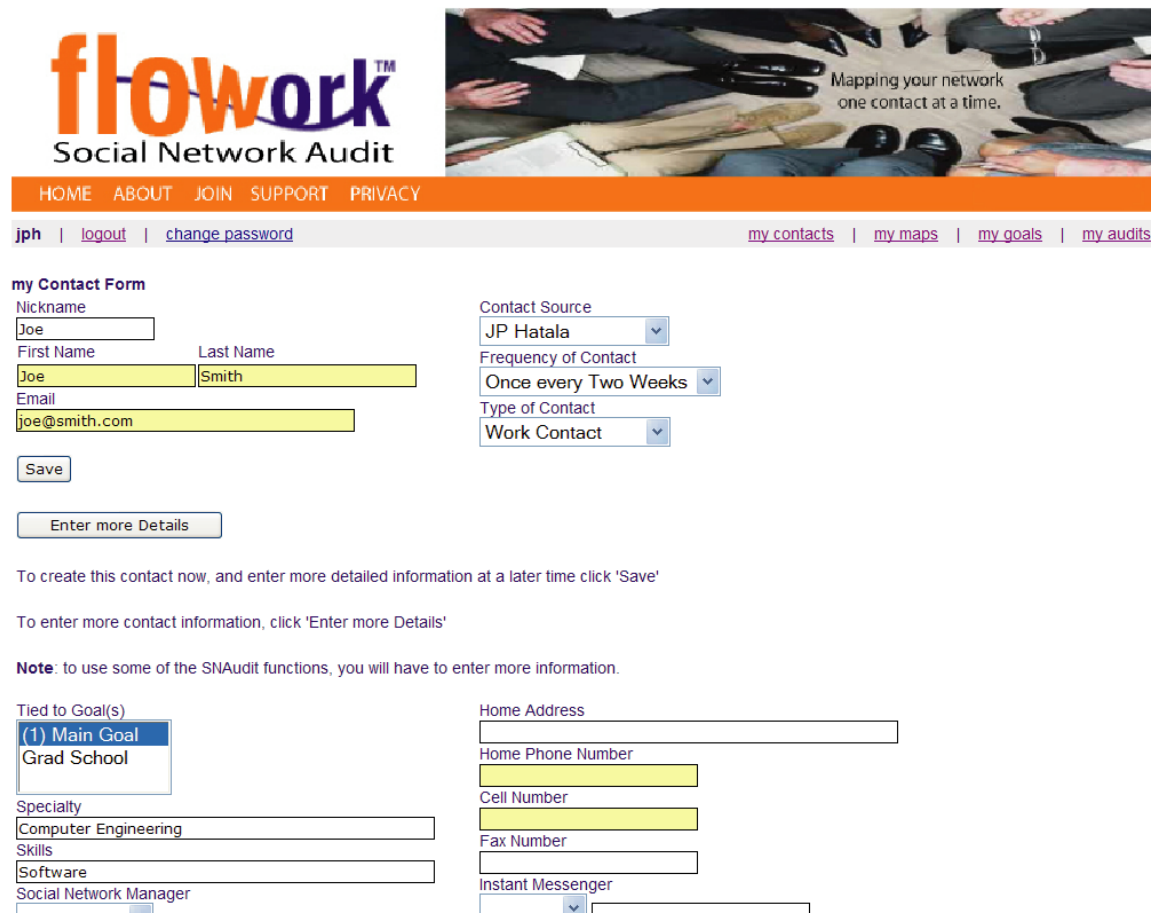
Contacts tied to this Goal

<input type="checkbox"/>	JP	Hatala	JPH	
<input checked="" type="checkbox"/>	Bobby	pLUMBER	Bobby	Jaime
<input type="checkbox"/>	Jaime	Hatala	Jaime	JPH
<input checked="" type="checkbox"/>	Liam	Hatala	Liam	JPH
<input type="checkbox"/>	Don	Howard	Don	JPH

Step 2: Once you have entered your goals, go to my **Contacts** and start to enter the names of all the people who you directly know that can help you with achieving your goals. Under 'contact source' the selected individual should be you. Be as specific as possible and link your contacts to specific goals.

Think about the different types of contacts you may have. For example, family, friends, work contacts, school contacts, neighbors, business contacts, etc.

Also, for each contact, indicate the frequency of contact that you have with each of them. This will help determine the type of information you will come across.



The screenshot shows the Flowwork Social Network Audit website interface. At the top, there is a navigation bar with links for HOME, ABOUT, JOIN, SUPPORT, and PRIVACY. Below this is a user menu with links for jph, logout, and change password. The main content area is titled "my Contact Form" and contains several input fields and dropdown menus. The "Contact Source" dropdown is set to "JP Hatala". The "Frequency of Contact" dropdown is set to "Once every Two Weeks". The "Type of Contact" dropdown is set to "Work Contact". Below the form, there are buttons for "Save" and "Enter more Details". A note states: "To create this contact now, and enter more detailed information at a later time click 'Save'". Another note states: "To enter more contact information, click 'Enter more Details'". A "Note" section indicates that some SNAudit functions require more information. Below the note, there are additional input fields for "Tied to Goal(s)", "Specialty", "Skills", "Social Network Manager", "Home Address", "Home Phone Number", "Cell Number", "Fax Number", and "Instant Messenger".

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my Contact Form

Nickname
Joe

First Name Last Name
Joe Smith

Email
joe@smith.com

Save

Enter more Details

Contact Source
JP Hatala

Frequency of Contact
Once every Two Weeks

Type of Contact
Work Contact

To create this contact now, and enter more detailed information at a later time click 'Save'

To enter more contact information, click 'Enter more Details'

Note: to use some of the SNAudit functions, you will have to enter more information.

Tied to Goal(s)
(1) Main Goal
Grad School

Specialty
Computer Engineering

Skills
Software

Social Network Manager

Home Address

Home Phone Number

Cell Number

Fax Number

Instant Messenger

Step 3: In addition to friends, family and colleagues, think of any agencies, service organizations, support groups, churches, or special interest groups that may help you.

Step 4: Now go to my**Maps**, and click on 'default map'.



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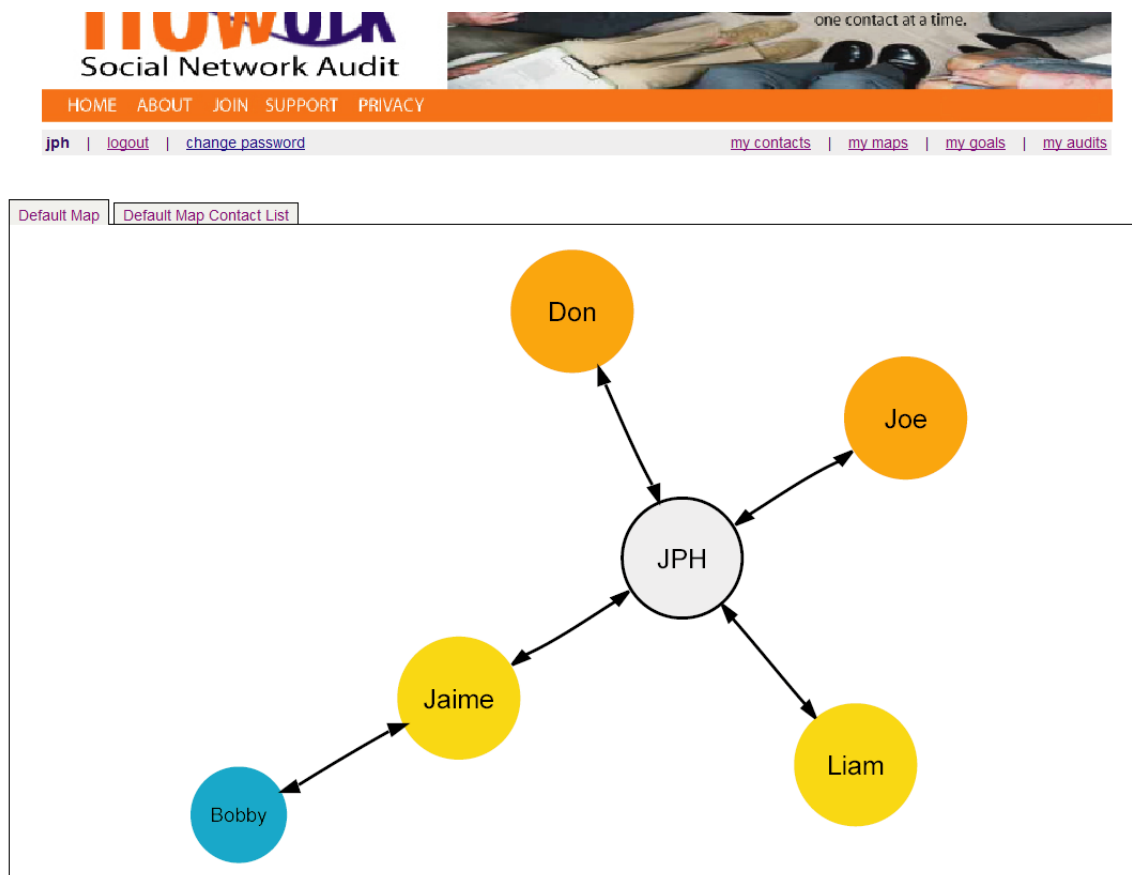
[jph](#) | [logout](#) | [change password](#) [my contacts](#) | [my maps](#) | [my goals](#) | [my audits](#)

my Maps

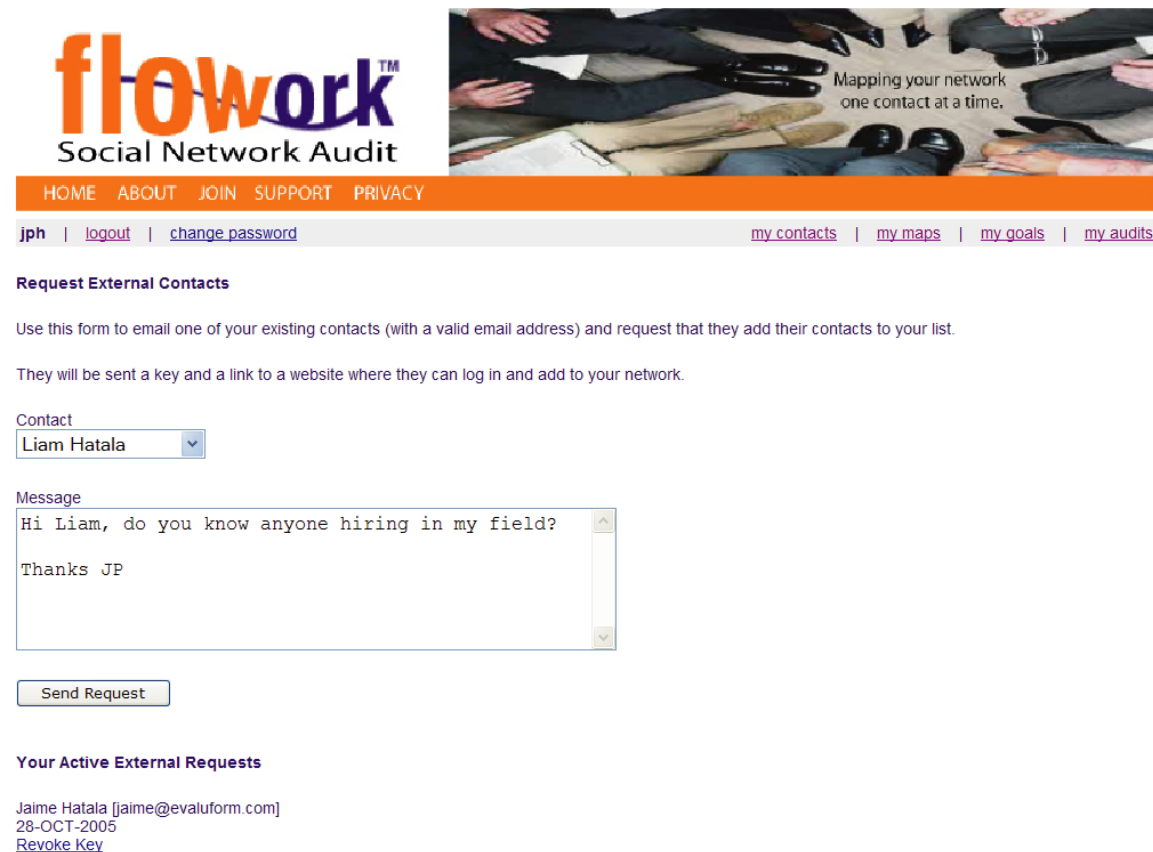
Map Name	Description	Date Created	
Job Contacts	leads for job opp	28-OCT-2005	Obsolete
Default Map	Map of your entire network	27-OCT-2005	Obsolete

[Create a New Map](#)

Look over the map to see if there are any contacts that you are missing. Consider why this is happening. Start to think of the people your contacts know and determine whether they can help you achieve any of your goals. When you have identified new contacts, go back to my**Contacts** and enter them. Under contact source, make sure that the contact who is linked to the individual is listed.



Step 5: Go back to **myContacts**, click on 'request external contacts' and select those contacts who you feel can refer you to individuals that can help you reach your goals.



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Request External Contacts

Use this form to email one of your existing contacts (with a valid email address) and request that they add their contacts to your list.

They will be sent a key and a link to a website where they can log in and add to your network.

Contact
Liam Hatala

Message
Hi Liam, do you know anyone hiring in my field?
Thanks JP

Your Active External Requests

Jaime Hatala [jaime@evaluform.com]
28-OCT-2005
[Revoke Key](#)

Step 6: Go to **myAudits** and create an audit and look for patterns in your numbers. Ask questions like the following.

- Are there as many contacts in my network as I thought?
- Are the majority of my contacts 'strong ties', those individuals that I am in frequent contact? (Strong ties are those individuals you have frequent contact with, for example, immediate family)
- Do I know many people in which there is limited frequency of contact? (Weak ties are those individuals you do not have contact with on a frequent basis. They are typically contacts that provide you with new information)
- How many contacts are in my network a directly linked to you?
- How many of my contacts are tied to an organization? (These contacts can link you to individuals in their organization)
- How many times have I requested referrals from my contacts?
- How many contacts have actually referred me to a new contact?



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Network Audit - Interim
28-OCT-2005

	This Audit 28-OCT-2005	Prev Audit None	Difference
Contacts			
Total Number of Contacts	4	0	4
Strong Ties	2	0	2
Weak Ties	2	0	2
Obsolete Contacts	0	0	0
Direct Contacts	3	0	3
Contacts tied to an Organization	0	0	0
Requests for External Contacts	1	0	1
Contacts Added from External Requests	1	0	1
Contact Types			
Immediate Family	2	0	2
Extended Family	0	0	0
Friend	0	0	0
Acquaintance	0	0	0
Work Contact	1	0	1
School Contact	0	0	0
Business Contact	0	0	0
Professional	0	0	0
Association	0	0	0
Referred Contact	1	0	1
Neighbor	0	0	0
Other	0	0	0
Goals			
Contacts tied to Goals	1	0	1
Active Goals	1	0	1
Achieved Goals	0	0	0
Abandoned Goals	0	0	0

Step 7: Continue to add individuals to your network. Don't necessarily worry about linking contacts to goals right away, this will come in time. The goal is to grow your network and identify the type of information your contacts can potentially provide.

Congratulations! You've just completed your first social network audit. The process that you just went through is something you need to continue to help you determine your network growth. It's not just about knowing many people; it's about being knowledgeable about what information exists within your network.

Good luck in reaching network capacity!