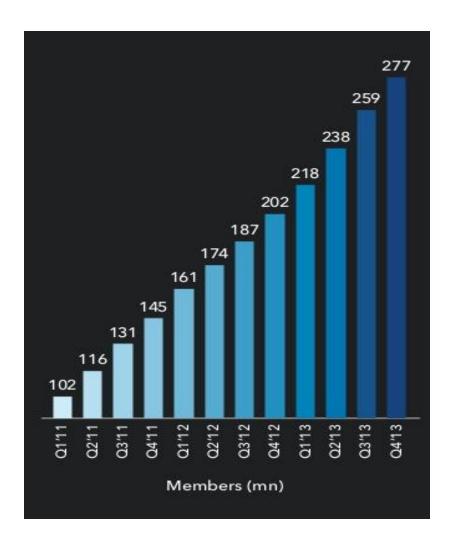


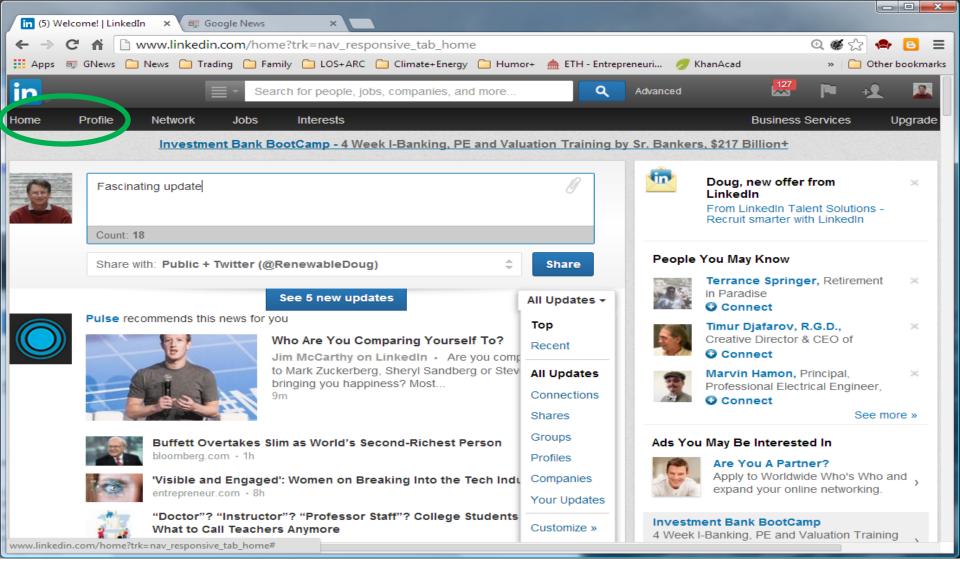
## **Career Actions Ministry**

Doug McKenzie doug@aspirationalcoaching.com linkedin.com/in/renewabledoug

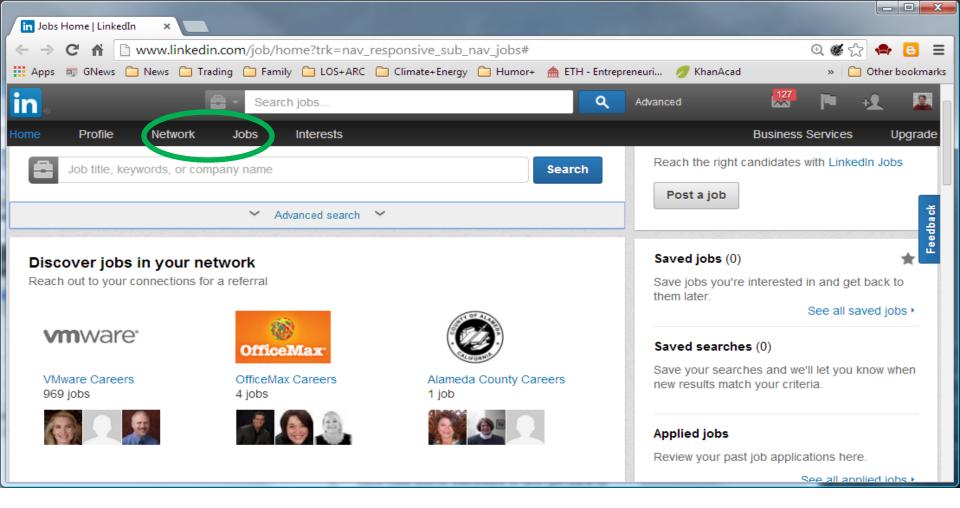
March 15, 2014

- Quick Survey of LinkedIn Services
- Driving LinkedIn
- Q&A



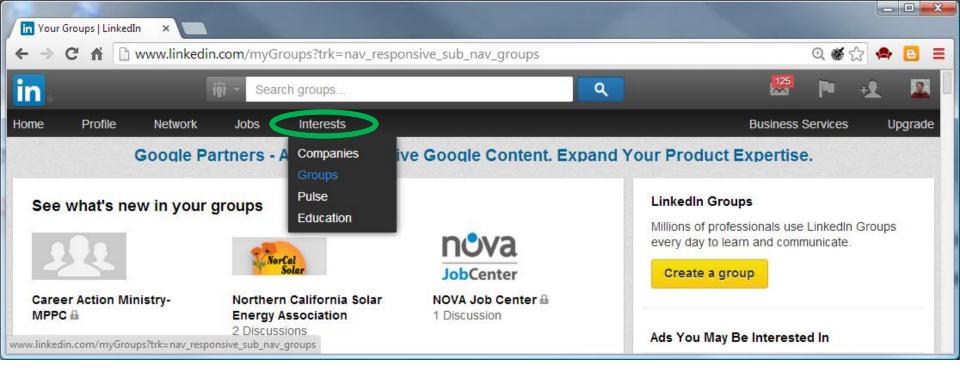


- Home: Read/Share updates (auto-forward through Twitter)
- Profile: View/Edit your profile



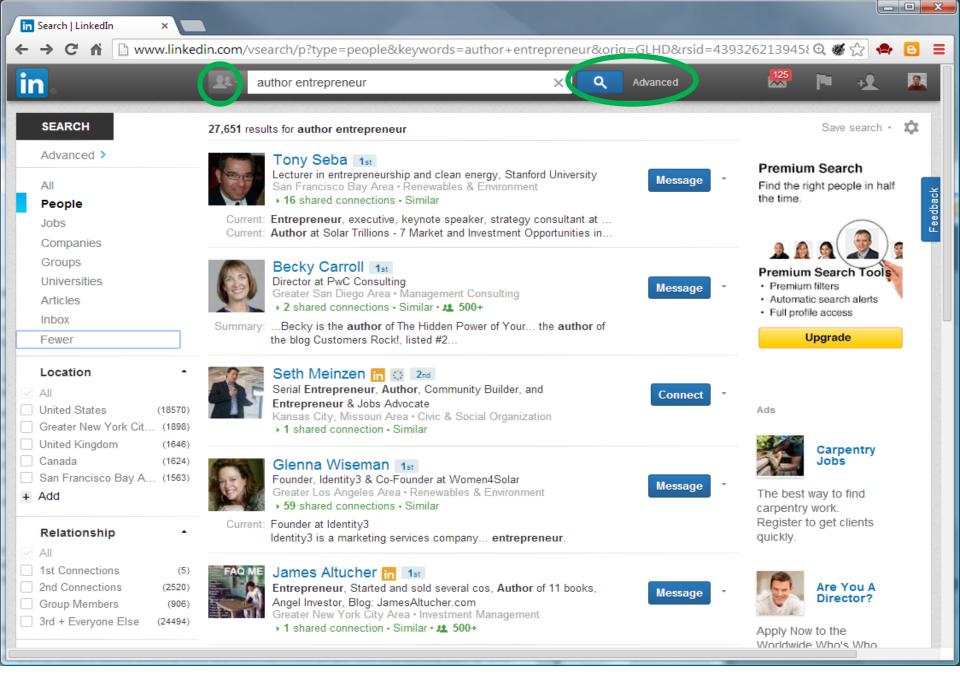
#### Network

- Search/Sort/Tag/Filter/Import your connections/contacts
- Find where alumni from your schools work (helpful tool!)
- Jobs: Search LinkedIn-network-related job postings; post a job



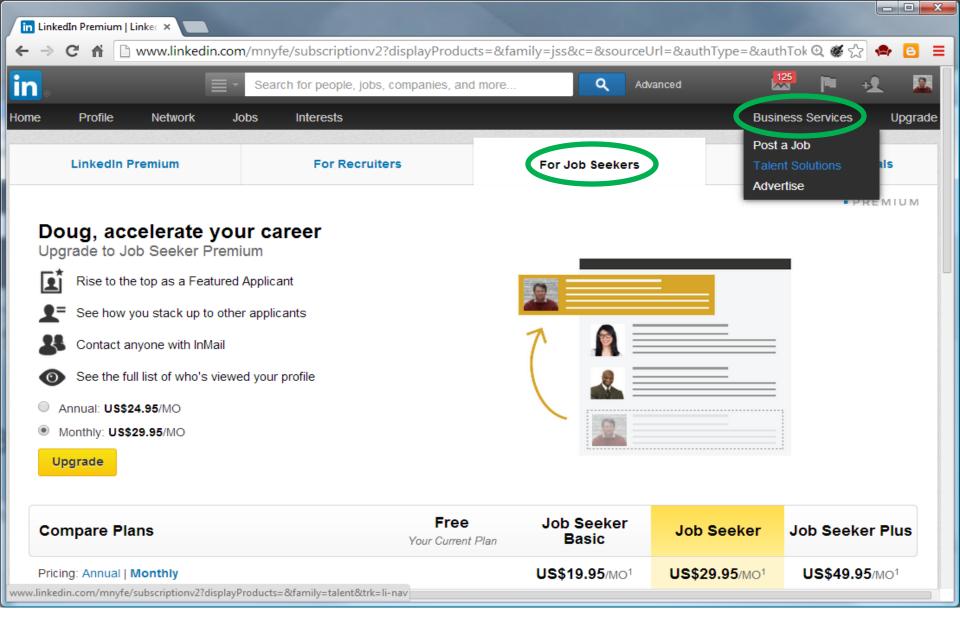
#### Interests

- Companies: Updates from followed companies; create a company page
- Groups: Participate in your groups or create a group
- Pulse: "The news and insights you need to know"
  - Your News, Influencers, Channels, Publishers
- Education: School-focused portal into LinkedIn's services
  - For students, alumni, schools, employers

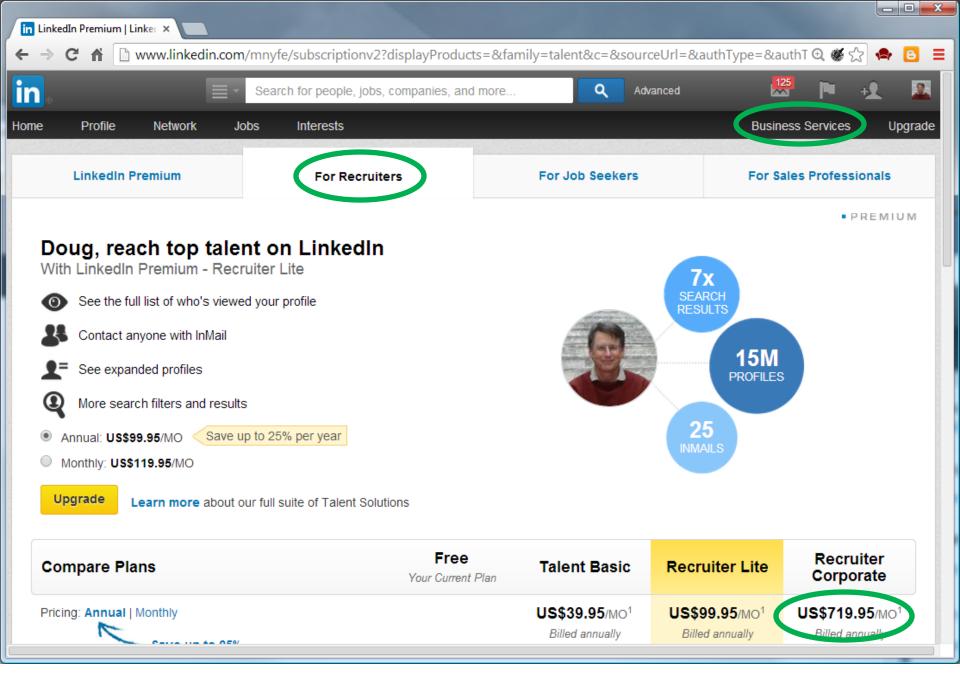


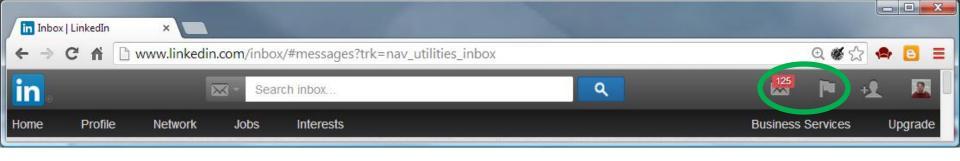


Word cloud of <u>AspirationalCoaching.com</u> from wordle.net (free)

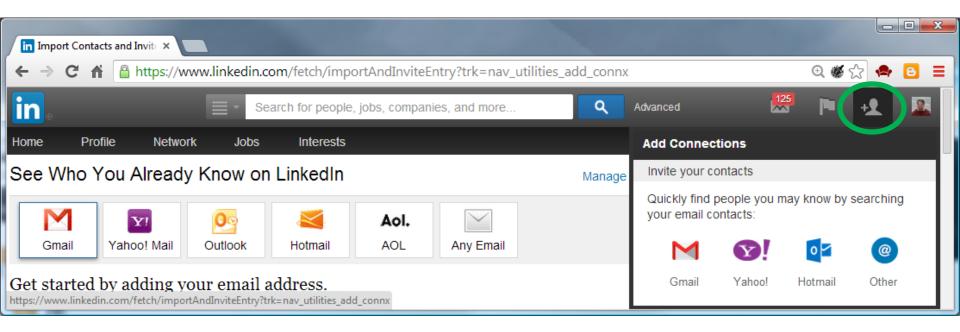


Business Services: Post jobs, "talent solutions" (for recruiters), buy ads

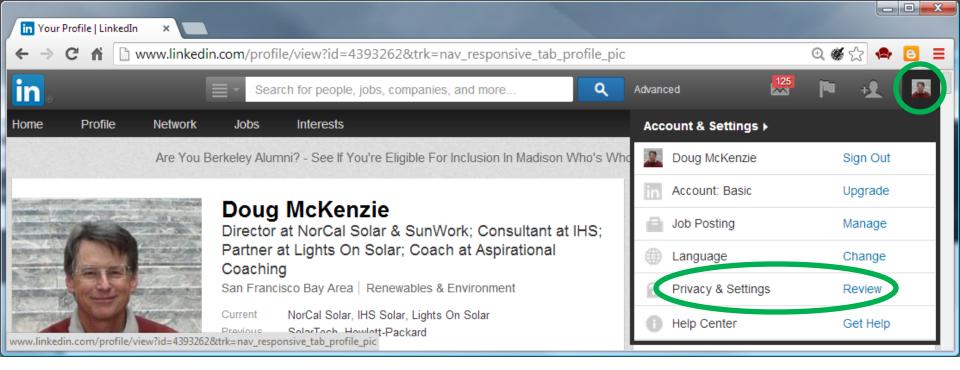




- Invitations: LinkedIn email, invitations sent/received
- **Notifications**: Newest-first list of your new connections, endorsements, comments on your postings, ...



• Add connections: LinkedIn wants access to your email accounts



### Account and Settings

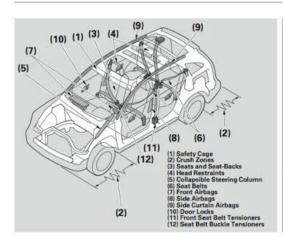
- Profile
- Communications
- Groups, Companies & Applications
- Account

## Set your Privacy Controls!

LinkedIn Help

- Quick Survey of LinkedIn Services
- ➤ Driving LinkedIn
- Q&A





Your vehicle is equipped with many features that work together to protect you and your passengers during a crash.

Some features do not require any action on your part. These include a strong steel framework that forms a safety cage around the passenger compartment, front and rear crush zones, a collapsible steering column, and tensioners that tighten the front seat belts in a crash.

However, you and your passengers can't take full advantage of these features unless you remain sitting in a proper position and always wear your seat belts. In fact, some safety features can contribute to injuries if they are not used properly.

The following pages explain how you can take an active role in protecting yourself and your passengers. "Survey of Services" is like an owner's manual (how does it work?)

"Driving LinkedIn" is like driving the car (how do you maneuver it?)



## **Attraction / Targeting / Confirming / Actions**

Attract the interest of employers

- "All-Star" Profile: Check Profiles of recruiters and do what they do
- Connections: Get many
- Recommendations: Get at least a few
- Endorsements: May not help much, but can't hurt
- Updates to Home, Groups,

Twitter: Get known by sharing fascinating things



## Attraction / Targeting / Confirming / Actions

Target organizations & individuals

- Research and choose organizations and positions where you might love to work
- Find your existing connections and the people surrounding your preferred jobs at these organizations
- Find all their email addresses
- Strategically, email and then meet with them to assess the position, organization and culture



Attraction / Targeting / Confirming / Actions Will people assessing you confirm your qualifications?

- Does your Profile conflict with your resume?
- Are you who & what & all that you claim to be?
- Are your objectives & qualifications clear?
- Does your Profile lead clearly from your past into your future?
- Will recruiters feel safe when they forward your resume?



Attraction / Targeting / Confirming / Actions

Actions to take

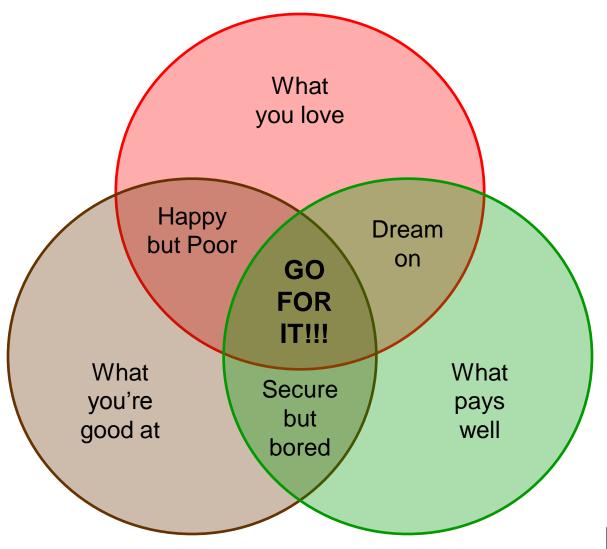
- **Headline**: OK to show multiple positions (120 char. limit)
- Summary: Fill in gaps, describe synergy of diverse career paths, assert expertise gained before listed positions, add a link or file
- Experience: More job titles/keywords, no ancient history, goldilocks amount of text per job, add volunteer experience
- Groups: Join lots of groups, check privacy and digest settings
- Recommendations: Should have at least 3
- Interests: Add some for being found (keywords)
- Profile Review: Ask friends/connections/coach

Attraction / Targeting / Confirming / Actions

Actions to be careful about taking

- Multiple Profiles: Against LinkedIn's User Agreement (UA)
- Making your email visible to all (outside) your network: Against LinkedIn's UA
- LinkedIn wants to search your email accounts to suggest possible connections
- Accept all invitations to connect?
- Upgrade to Premium? LinkedIn wants you. Prices and features vary widely - see handout for links comparing Premium services





# Thank you!

Now... Q&A?