

Job Search Checklist

LinkedIn Profile

<p><input type="checkbox"/> Photo</p> <p>Include a professional-looking profile photo. That multiplies the chances of your profile being found on LinkedIn by 70%.</p>		
<p><input type="checkbox"/> Headline</p> <p>Get noticed with a strong keyword headline that describes how you want to be known on LinkedIn. (E.g. Psychology student at Indiana Tech).</p>		
<p><input type="checkbox"/> Summary</p> <p>Write a brief description of your professional background and objectives.</p>		
<p><input type="checkbox"/> Experience</p> <p>List all the jobs you've had/have, along with brief descriptions of each position.</p>		
<p><input type="checkbox"/> Education</p> <p>Add every <u>school</u> and college/institution you've attended. Make sure you include your program and dates of attendance!</p>		
<p><input type="checkbox"/> Skills & Expertise</p> <p>Include at least 5 important and specific skills/abilities to your profile.</p>		

Recommendations & Endorsements

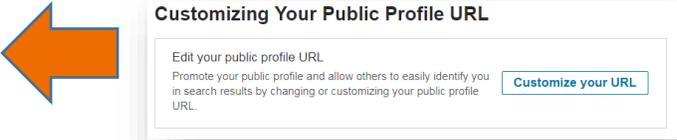
Get recommendations and endorsements from former colleagues, professors, clients, supervisors, and classmates.

URL

Customize your profile URL and put it on your website, resume, email signature, and business cards so you can bring attention to your profile.

Location & Industry

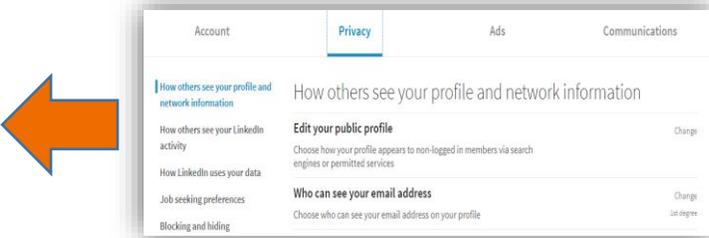
Add your industry and ZIP code so recruiters looking for candidates are more likely to find you.



Settings

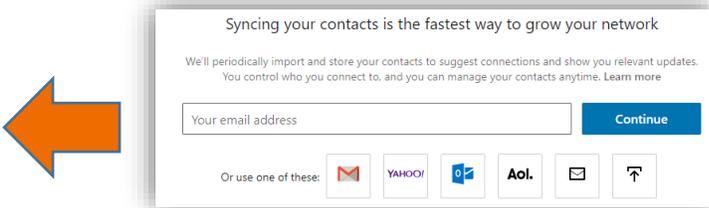
Privacy Settings

Control what information access others have about you and what types of notifications are sent out to your network. Also, add all your email addresses, so losing access to your account can be avoided.



Using Your Network

Grow your network by searching your email contacts and finding people you may know. Connect with classmates, supervisors, professors, and the Career Center staff.



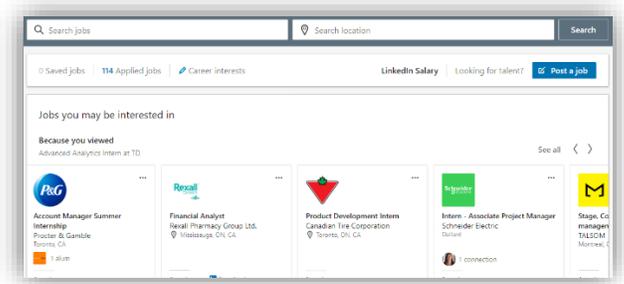
Research past school and college alumni to see where they are working/have worked and create a professional network.

Ask for introductions/recommendations from your connections to get noticed by companies you're interested in working for.

Share updates and interact with your network – like interesting articles, links to videos, or presentations.

Job Search

- Sign up to get email alerts about jobs you may be interested in.
- Find jobs by keyword, title, company, postal code, function, industry, years of experience, and date posted using advanced search.
- Sign up for saved search email alerts to get automatic notifications about new jobs that meet your criteria.
- Save jobs you're interested in to come back to them later.
- Discover jobs in your network.

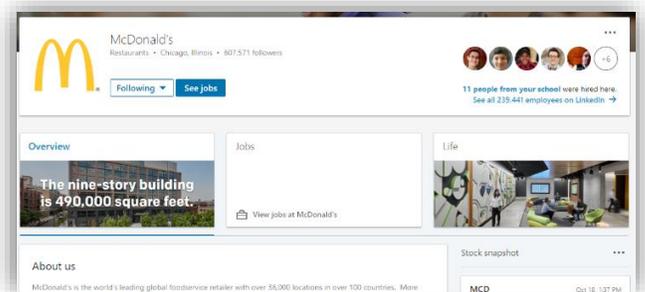


Applying For Jobs

- Get your resume and cover letter uploaded to your profile, so they are ready to be used when needed.
- Use the InMail feature to contact whoever posted a job opening in your network.
- It's possible to keep track of job applications through the Jobs homepage. There you can see who you applied to, when, and if the applications has been viewed yet.

Company Pages

- Learn the latest news about a company's products and services, business activity, employees, job opportunities, and more.
- See how you're connected to each company through your 1st, 2nd and 3rd degree connections. That can help opportunities show up.



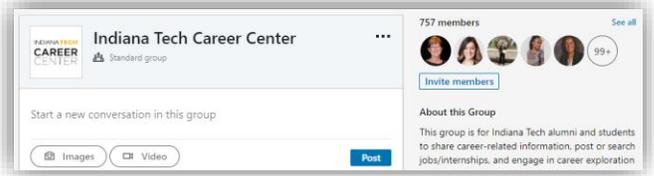
Find statistics related to employees past, companies benefits, salaries and more.

Follow companies you're interested in to get updates from them on your LinkedIn homepage/feed. Make sure to follow [Indiana Tech's Career Center's page!](#)

LinkedIn Groups

Join Groups in which you're interested, find relevant info to your professional interests: alumni groups, industry groups, geographic groups, and more.

Use groups to share knowledge, make new connections, find job opportunities, and more. Make sure to join the [Indiana Tech Career Center group.](#)



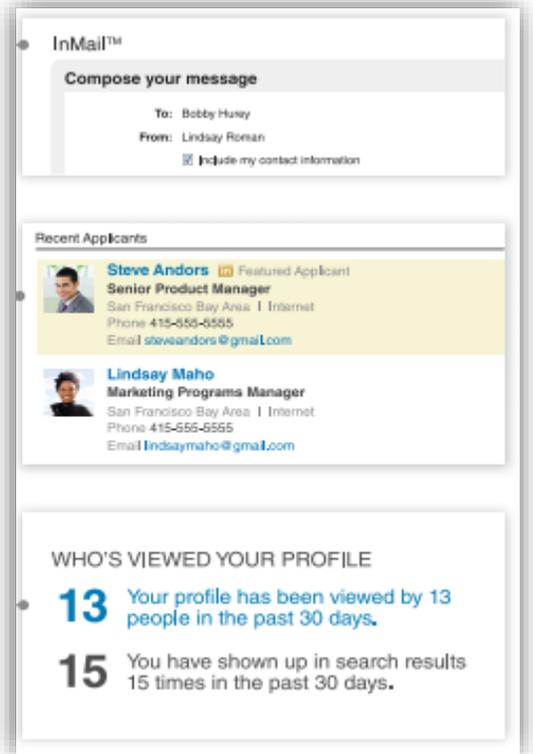
Job Seeker Premium – Requires a Paid Subscription

InMail
 Use the InMail feature to communicate with individuals you aren't connected with such as hiring managers, recruiters, or other insiders at companies you're interested in that you wouldn't be able to with a free account.

Featured Applicant
 Apply to jobs as a Featured Applicant to get your resume and applications sent to the top of the applicant list.

Salary Search Filter
 Narrow job search results by salary range and see estimated salary data for each job listing. Steps: Go to the jobs page, search for a specific position somewhere, click in all filters, and select the salary range desired.

Job Seeker Group
 Join a private LinkedIn Group of job seekers, career experts, and broad your network with a feature that expands your opportunities.



Job Seeker Badge
Turn it on or off from the Premium Badge section on your Settings page.

Open Link
Join the Open Link network to let anyone on LinkedIn contact you about job opportunities for free.



Open Profile and Messages - Overview

The Open Profile Premium feature allows anyone on LinkedIn to contact a Premium member for free, even if they're not in the sender's network. All LinkedIn members can see the full profiles of Premium members who have enabled Open Profile. In order to be an Open Profile member, you must have a Premium subscription.

Who's Viewed My Profile
See the full list of the people that have seen your profile, and also find details on how they found you.

For More Help, Please Come To The Career Center!

Indiana Tech Career Center | www.careercenter.indianatech.edu | CareerCenter@IndianaTech.edu | 260-422-5561 ext.2217



@INTECHCAREER

@INDIANATECH_CC

INDIANA TECH CAREER CENTER

@INDIANATECH_CC

@INDIANATECHCAREERCENTER