Linked in

Job Seeker Settings

Your privacy settings are REALLY important. For instance, if you have your visibility set to "anonymous," nobody will ever see you out there and everything you do out there is a waste of time. Here's a checklist of the most important things to set up for a successful job search.
This checklist tells you which settings you need to go and review … not where to find them or how to do it. There's a reason for this: LinkedIn is constantly changing things! The best way to find out HOW to do these things is this: LinkedIn help. That will give you access to the latest links & directions at any time.

ADVICE: Turn on maximum visibility, make it easy for people to connect with you and make sure they can see your full profile. Unless you have a safety issue (a stalker or someone else harassing you at the moment), then you need to be easy to see and easy to find.

Job Seeker Settings on LinkedIn

❑ **Update your privacy settings. Most important:**
   - ❑ Sign in & security. Make sure your email address is your personal email address. Otherwise, when you leave or lose your job and they cancel your email address, you might get locked out of LinkedIn!
   - ❑ Visibility of your profile: Let people see your FULL PROFILE
   - ❑ Custom URL – Change to your name

❑ **Change Visibility of your LinkedIn Activity - Most important:**
   - ❑ Your name & headline- YES
   - ❑ Share job changes – Turn off until AFTER you have finished editing
   - ❑ Share job changes – Turn BACCK ON after finished editing

- ❑ **Edit job preferences**
    - ❑ Job titles
    - ❑ Job locations
    - ❑ Start date
    - ❑ Job types
    - ❑ Choose who sees you're open. NOTE: I do NOT recommend putting the green **#OpenToWork** circle on your LinkedIn profile … unless you are a freelancer / contractor. To keep this message only visible to recruiters, click this choice: "Share with recruiters only," NOT the "Share with all LinkedIn members"
- ❑ **Set up job alerts** to make sure you're the first to know about new jobs posted the minute they come out.
    - ❑ Type of jobs: After you complete a search for a type of job. You can set up a job alert based on that search criteria.
    - ❑ By company: Create job alerts for your favorite companies.
- ❑ **Skills assessment** – I rarely recommend this. Very few recruiters search for this, and so I think it is a waste of your time.
- ❑ **Job Application settings – Manage your resumes.** I recommend uploading your resume for easy-apply, but I do not recommend attaching your resume to your profile for everyone to see. As discussed, you will need to tailor your resume to various positions, so you don't want people grabbing the wrong resume for a position.
- ❑ **Follow your favorite companies**
- ❑ **Follow your favorite industry leaders**