

LinkedIn for Job Seekers Check List

Set-up

- ✓ Update your Profile (100% complete)
- ✓ Update your Public Profile URL (friendly URL)
- ✓ Set your Status visibility to Everyone
- ✓ Ask for Recommendations (give some too)
- ✓ Add Connections – people you already know
- ✓ Search and join applicable Groups
- ✓ Add Applications to your Profile

Daily

- Update status
- Read & respond to Invitations/Inbox
- Review the Status Updates from your Connections
- Visit Groups, join discussions, read and respond to job postings or ask for introductions
- Visit Jobs and search for jobs, ask for introductions
- View other's Connections, ask for introductions

Weekly

- Search and answer questions
- Invite people you've just met to connect
- Post News & Discussions in Groups
- Give and request Recommendations

Monthly

- Create and Add SlideShare Presentations
- Find and join new Groups
- Review and update your Profile