LinkedIn Tips & Tricks

Laurie Haskell-Woerner Career Advisor

Berkeley School of Information

LinkedIn overview (super short!)

Tips – profile & beyond (15 of 'em!)

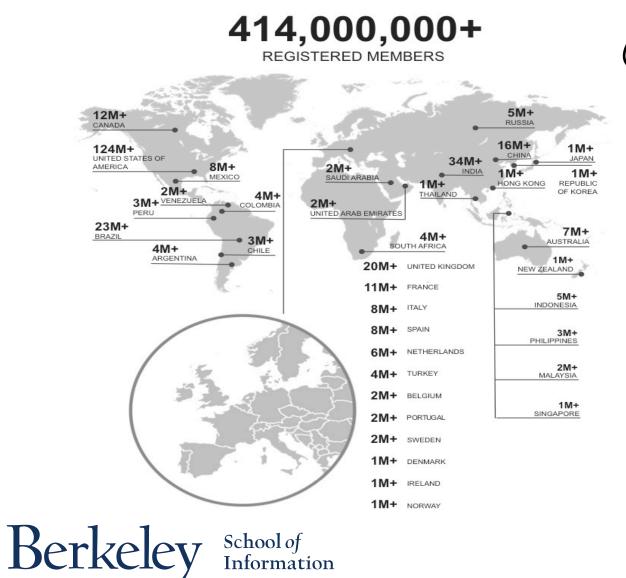
Tricks! (stuff you didn't know you could do)



LinkedIn Overview



Who is on LinkedIn?







87% of recruiters

use Linked in

to find candidates

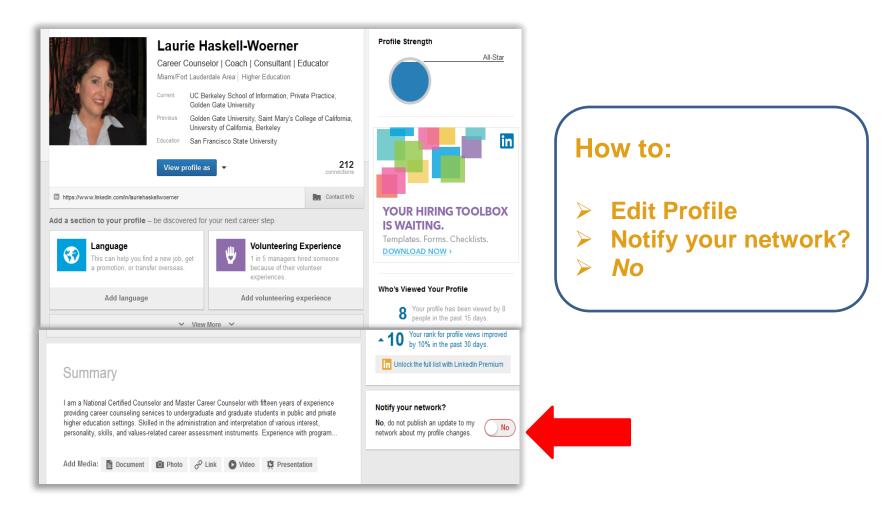
Source: Jobvite 2015 Recruiter Nation survey



Profile Tips & Tricks



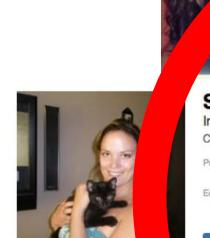
Trick! Turn off profile broadcasts





Tip #1: Add Your Photo





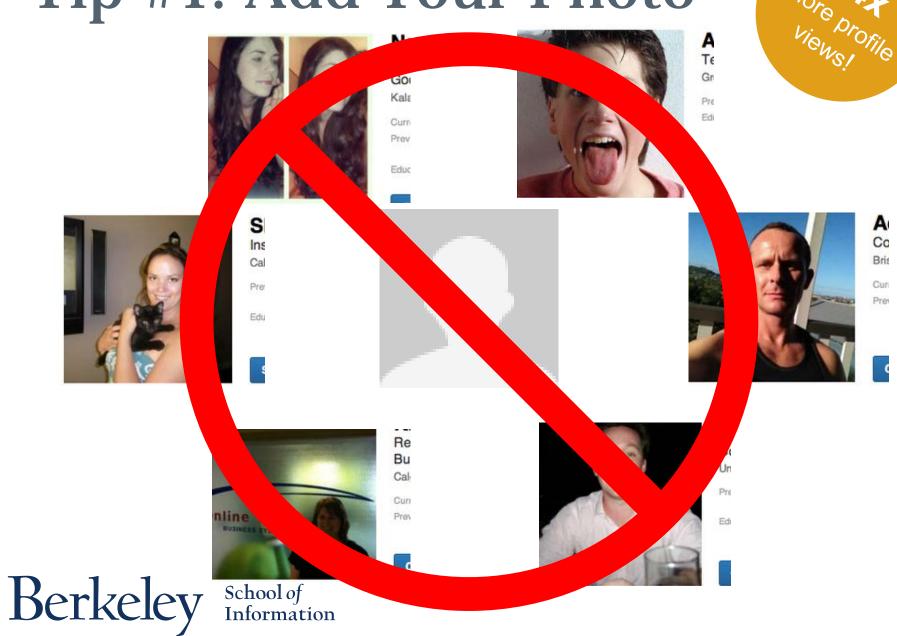


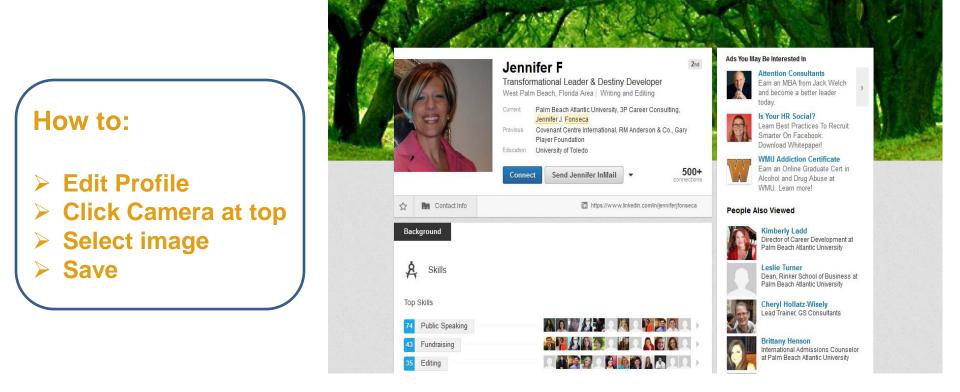
Photo Guidelines

DO	DON'T
 Clear, well-lit Professional, industry appropriate Headshot that shows YOU 	 Grainy, dark Party/vacation pic, casual selfie Highlight background more than you



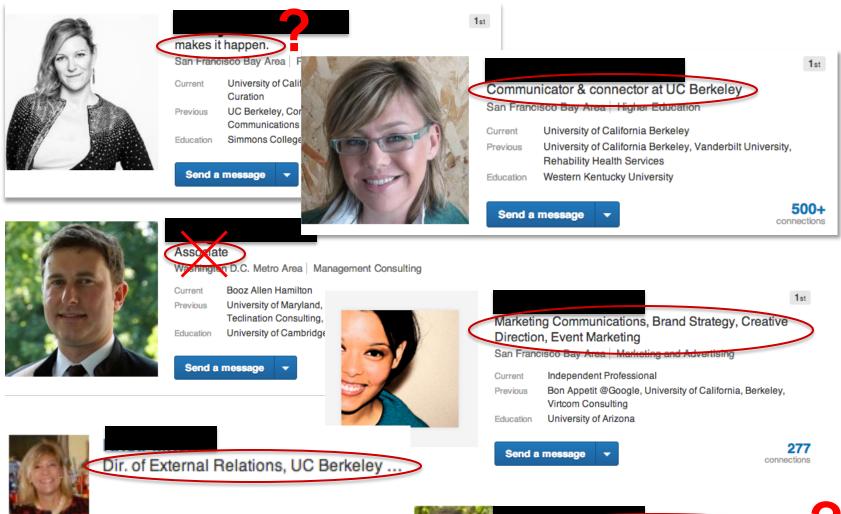


Trick! Add a background photo





Tip #2: Descriptive Headline







Helping teams deliver fast and accurate

Example Headlines

Data Scientist

Data Scientist | Manager

Aspiring Data Scientist

Data Science Graduate Student

Data Storyteller

Data Strategist

Data Wrangler

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Marketing | Data Science

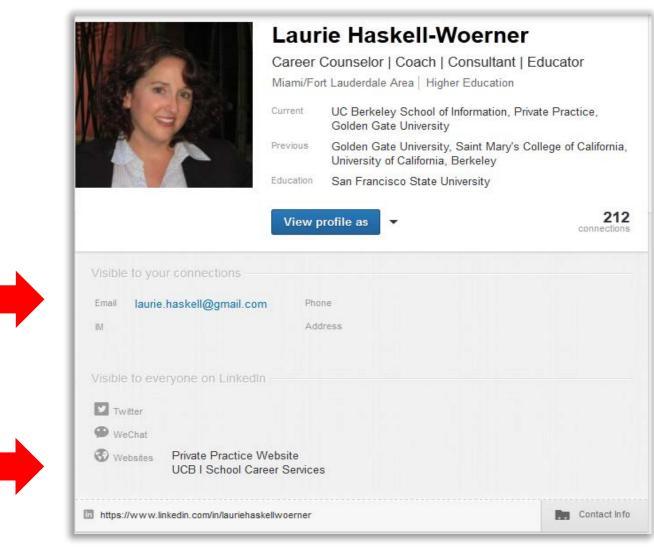
Strategy – Focused Data Scientist

Business Intelligence & Analytics

Machine Learning Specialist

Data Visualization Specialist

Tip #3: Add Contact Info



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Trick! Customize your profile URL

How to:

- Edit Profile
- Update your public profile settings
- Your public profile
 URL
- Add to resume, email signature, business cards

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Laurie Haskell-Woerner Career Counselor | Coach | Consultant | Educator Miami/Fort Lauderdale Area Higher Education Current UC Berkeley School of Information, Private Practice, Golden Gate University Previous Golden Gate University, Saint Mary's College of California, University of California, Berkeley Education San Francisco State University 212 View profile as connections https://www.linkedin.com/in/lauriehaskellwoerner 1 Contact Info Update your public profile settings Add a section to your profile - be discover Public Profile Your public profile URL Laurie Haskell-Woerner 212 Career Counselor | Coach | Consultant | Educator Enhance your personal brand by creating a Miami/Fort Lauderdale Area | Higher Education custom URL for your LinkedIn public profile. UC Berkeley School of Information, Private Practice, Golden Gate University Current www.linkedin.com/in/lauriehaskellwoener Golden Gate University, Saint Mary's College of California, University of California, Previous Berkeley Education San Francisco State University Customize Your Public Profile Recommendations 4 people have recommended Laurie Websites Private Practice Website Control how you appear when people search for UCB I School Career Services you on Google, Yahoo!, Bing, etc. Learn more)

Tip #4: Compelling Summary



As a leadership development strategist, senior executive coach, and CEO of LeaderXpress, a global leadership development consultancy, I work with leaders from the director to senior executive levels to optimize their leadership practices and performance.

Read my blog "Denise Brouillette on Influence and Leadership" (http://www.denisebrouillette.com/) for tips and how-to's for key management issues that leaders can put to use right away.

Clients include global Fortune 500 organizations in high tech, bio tech, health care, financial services, and higher education. I've helped thousands of executives, leaders, and teams in 22 countries optimize their leadership practices and performance through leadership programs and webinars, executive coaching, leadership assessments, forums for senior leaders, strategic mapping processes, team consulting, and keynote presentations and workshops.

Specialties:

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- Global Leadership Development
- Executive Coaching in the areas of Power, Influence, and Leadership Impact
- Leadership Programs and Webinars on Influence and Managing for Optimal Performance
- Building High Performance Teams Across Distance and Cultures

Tip #5: Complete Work History

University Recruiting Program Manager

salesforce.com

November 2010 - July 2011 (9 months) | San Francisco Bay Area

Salesforce.com is the enterprise cloud computing company that is leading the shift to the social enterprise. Social enterprises leverage social, mobile and open cloud technologies to put customers at the heart of their business.

•Managed technical and MBA hires for full time and int

▼ 2 recommendations

Joh

Johnnie Jung University of Southern California - Mars...

Gina works really hard to make things happen. While she was working at Salesforce.com, she understood my strong desire to... View↓

Experience Solutions Consultant

s Solutions consult

Senior Recruiter

LongView International Technology Solutions, Inc. March 2009 – November 2010 (1 year 9 months) | Wat

LongView delivers skilled information technology syste development, intelligence community support, and a ra support services to various federal departments and ag

 Managed full life cycle recruiting for technical manage interviewing, creating compensation offers, background implementation, and measurement of effective recruitm

- 2 recommendations

Lisa Dials Vice President, Federal Business Devel... August 2013 - Present (5 months) | San Francisco Bay Area

salesforce

As a Solutions Consultant, I have the privilege of working with organizations of all types to enable them to transform the way they recruit by optimizing their Talent Brand. I help develop custom strategies using LinkedIn's Talent Solutions tools such as LinkedIn Career Pages, Work With Us Ads, Social Ads, Talent Direct, and Follower Campaigns to optimize how members interact with employer brands on LinkedIn. It's my job to help our clients take advantage of the LinkedIn ecosystem to attract top talent by showcasing their employer brands to the right members at the right time and I love every minute of it!





Engage the Best Passive Talent with LinkedIn Talent Solutions



US Recruiting Trends 2013 - Infographic

Linked in





Trick! Add media

How to:

- > Edit profile
- Add document, photo, link, video, or presentation
- Add to Summary,
 Experience, and
 Education entries

Experie	nce					
Career Adv UC Berkeley April 2015 – Pre - Provide career - Develop releva	School of In esent (5 months advising to MIE	s) Miami/Foi OS students		Area) UCI Sebo	Serlicley of Information
Add Media:	Document	Photo	🖓 Link	Video	Presentation	

Associate Director, Office of Career Planning

October 2011 - June 2013 (1 year 9 months) | San Francisco

Golden Gate University

- Delivered comprehensive career services to adult students and alumni, via in-person and distance modes
- Coached clients in self-assessment, career exploration, career transition, strategic job search and networking activities
- Developed and facilitated career development workshops in resume writing, interviewing, job search, and networking
- Led department's assessment efforts, including data collection, learning outcomes assessment, and reporting
- Recruited, trained, and supervised graduate-level career counseling interns
- Wrote and published weekly career e-newsletter
- Managed Symplicity Career Services Management System

2 projects

- 1 organization
- 2 recommendations





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Transform Your Job Search with LinkedIn

OCP Assessment Poster Final



Tip #6: Get Recommended

Leadership Program Instructor, Influence & Negotiation Instructor UC Berkeley



Bernadette Geuy

Design oriented MBA, Product Manager, Service Designer & User Experience advocate

Denise is a remarkable teacher, storyteller, coach, and entrepreneur. I had the pleasure of attending Denise's "Power and Influence" class through a UC Berkeley Extension program. Denise embodied the topic she was teaching as a role model, with her stories, and through her rich learning materials. Her years of experience with the subject matter were evident in the... more

July 2, 2014, Bernadette was Denise's client



Amy Gorman

Sales Opperations & Business Development Consultant

I was lucky enough to meet Denise while attending her class on Negotiations for Women. Denise is both inspiring and informative at the same time-a rare and wonderful mix. She shares freely with her students the insights she has learned throughout her life. This personal touch combined with a savvy head for business is extremely valuable for anyone seeking to move their ... more

December 14, 2012, Amy was Denise's client



Ann Hägerlind Ekehov

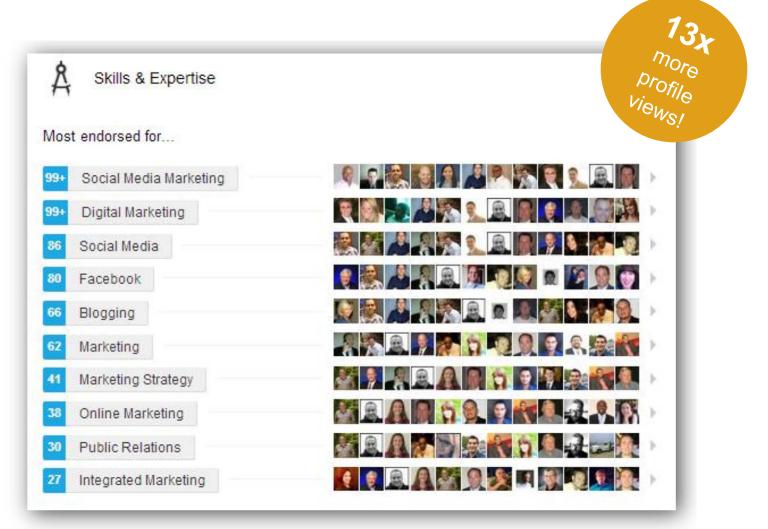
B2C Manager at Fortum Distribution

I have had Denise as an instructor at UC Berkeley and she has been a great source of

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Tip #7: Add Skills, Get Endorsed



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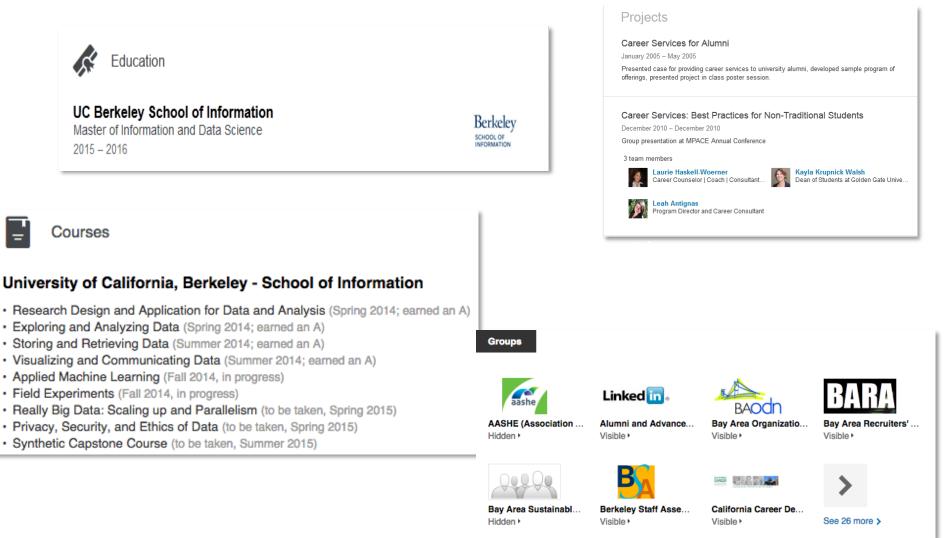
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Trick! Manage Endorsements

Skills & Endorsements	+ Add skill \$	How to:	
Top Skills			
29 Career Counseling		🔰 🏱 Edit Profi	ile
23 Career Development			nonoil novt to ony Skill
20 Career Assessment		🔰 🏱 Click on J	pencil next to any Skill
16 Resume Writing		> Adjust Sk	kills & Endorsements settings
10 Job Search Strategies 🖍			
9 Higher Education 🖍		🔰 🏱 Remove a	any Skill completely
3		> Re-order	Skille
			JKIII3
5 Strong Interest		─	le individual Endorsements
5 Job Search 🖍	Skills and Endorsements Settin	gs	
Laurie also knows about	I want to be endorsed • Yes Include me in endorsement su		
	Show me suggestions to endo	-	
4 MBTI 4 Coaching 4 Resume 4 Workshops 4 Counseling Psychology 3 Career Advising 3 Wor	s Send me notifications via ema	il when my connections endorse me	
Courseing Esychology 5 Career Aurising 5 Wor	Add & Remove Manage En	dorsements	
	What are your areas of experies You can still add: 14	? Add	
	29 Career Counseling × 23	Career Development × 20 Career Assessment ×	Skills & Endorsements +Add skill \$
	18 Resume Writing × 10	Job Search Strategies × 2 Higher Education ×	
	I Job Coaching × 7 C	over Letters × 5 Strong Interest Inventory ×	Skills and Endorsements Settings
	5 Job Search × 4 MB	TI X 4 Coaching X 4 Resume X	I want to be endorsed ● Yes ○ No ✓ Include me in endorsement suggestions to my connections
	4 Workshops × 4 Cou	nseling Psychology × 3 Career Advising ×	 Include the interforcement suggestions to the connections Show me suggestions to an dorse my connections
	3 Workshop Delivery × 3	Career Management × 3 Program Development ×	Send me notifications via mail when my connections endorse me
		er Services X 2 Strategy X 2 Recruiting X	
		rview Prep × 1 Interview Preparation × Feaching × Career Exploration × Career Transitions ×	Add & Remove Manage Endorsements
		Interviews × Networking Strategies ×	Career Counseling Show/hide all endorsements
	3	Executive Coaching × Leadership Development ×	23 Career Development
	+□+ Drag to reorder.		20 Career Assessment
	Save Cancel		10 Resume Writing Sarah Backes-Diaz, MS, NCC, MCC, LPCC
			10 Job Search Strategies Vanessa Ioannides, MA
	School of		Image: Second
Berkeley a	School <i>of</i> Information		Job Coaching
	information		Save Cancel

Tip #8: Be Complete

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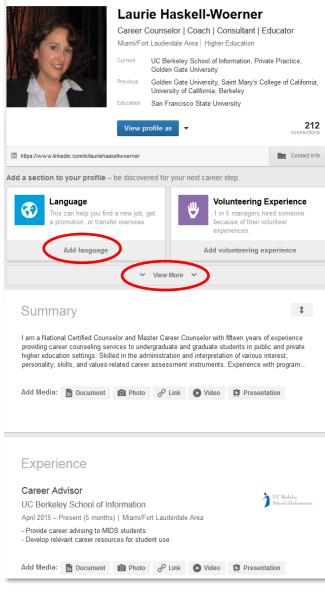


Trick! Add sections

How to:

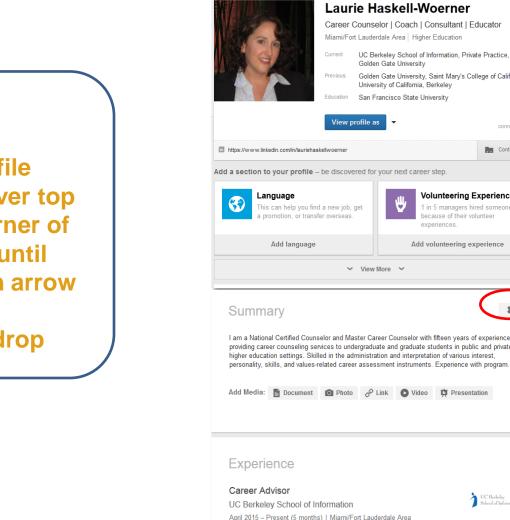
- > Edit profile
- Click on desired section or View More
- Pay attention to your Profile
 Strength Meter

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Trick! Re-order sections



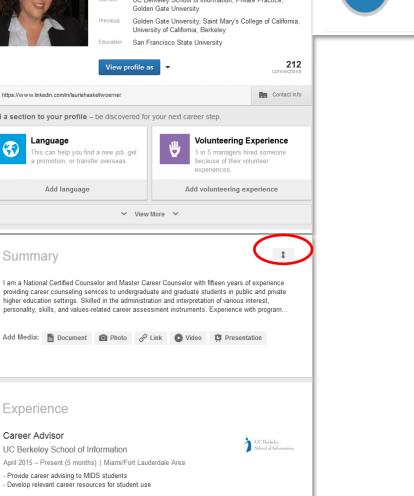
Profile Strength All-Star

Edit profile

How to:

- > Hover over top right corner of section until up/down arrow appears
- Drag & drop

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Add Media: 📄 Document 👩 Photo 🔗 Link 🕟 Video 🔅 Presentation

Tip #9: Use Keywords

- **Keywords:** search words people use to find YOU
 - Know your "keywords" use job postings and other LI profiles as a guide.
 - Don't overdo it! Be honest and accurate, don't "stuff"!
 "More keywords aren't always better" Goal: "Members consider your profile relevant to their search" - (LI Help)
 - Write your profile for PEOPLE, not search engines.



Beyond the Profile



Tip #10: Grow Your Network



Friend who works at Twitter

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I School instructor



I School classmate

Berkeley





Panelist who participated in I School career event

Tip #11: Customize Invitations

Nice to meet you



David Xiao To: David Thompson

Date: October 23, 2013

Hello David,

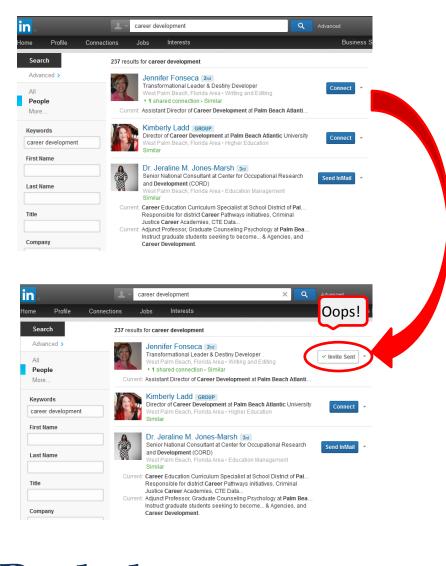
It was great to meet you during the reception at DataEDGE last week. I really enjoyed our conversation about ethical considerations in designing field experiments. I'd love to stay in touch and perhaps connect again when I am in town.

- David Xiao

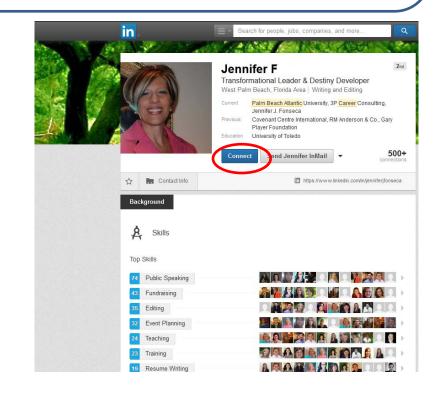
Reply



Trick! Connect with caution



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 CONNECT from other areas of LI - may automatically send generic message



Tip #12: Follow & Join

Airbnb Internet 1001-5000 employees	225.943 follow	
Home Careers		
	Data Mining, Statistics, Big Data, Data V and Data Science	/isualization, 🗸 Ask to join
Founded in August of 2008 and based in San Francisco, California, Airbnb is a trusted community	ADMINS Jon Francis Director of Data Science and Camp WWWER Director of Data Science and Camp	ABOUT THIS GROUP This is a group for data mining and statistical professionals who wish to expand our network of people and share ideas. Methodological issues are fair game, as well as discussion of software (SAS, R, WEKA, etc.), technology (Hadoop, relational databa Show more



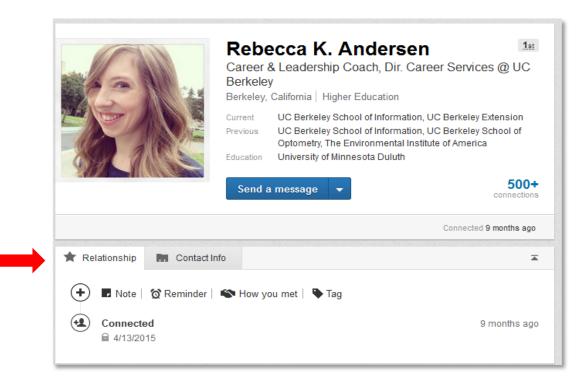
Group Guidelines for Jobseekers

- Join a group that takes you where you want to go, not one that keeps you where you are.
- Participate. Post *and* respond to discussions. Be positive, show your motivation.
- If you are unemployed, don't try to hide or flaunt your status. Be honest about where you are and what you are looking for.
- Identify leaders in the group and determine whether they could be valuable connections or information sources; if so, invite them to connect.



Adapted from: Career Enlightenment

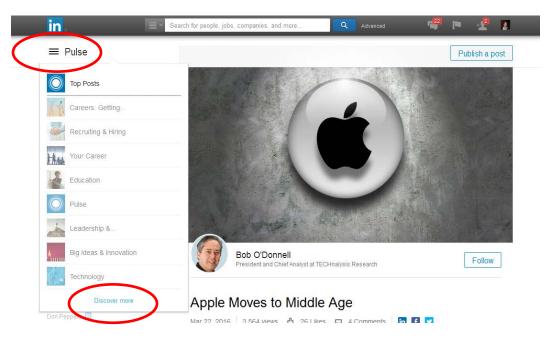
Trick! Maintain relationships





Trick! Follow News

- Click Interests > Pulse
- Click the Pulse menu icon
- Select your desired channel or Discover More and select from the options
- Click Follow this Channel





Tip #13: Update & Post



Posts

See more >

Emerald Templeton started a discussion in California Career Development Association.

What are your thoughts on this new career tool? Seems pretty nifty, although I still prefer the personal, tailored touch.

http://www.livecareer.com/



Like · Comment · 7h ago

Resume Builder | Free Resume Builder | LiveCareer

Resume Builder, Cover Letter Builder, Career Tests, Jobs, and everything you need for your Career. Win the job with a LiveCaroor Boourno and Coulor Lattart



Jojo Lam likes:



Nanxi Liu Enplug is hiring! Come join our rapidly-growing and super fun tech startup. Business is booming - we're looking for an Inside Sales Associate to work on all of the sales leads that we're getting through our website. Email your resume to jobs@enplug.com.

Like (17) · Comment · Share · 3h ago

Jojo Lam, Deen Hilton and 15 others

Add a comment...



Published by Denise

How to Stay Cool When **Conversations Heat Up at...** August 25, 2014

Berkeley



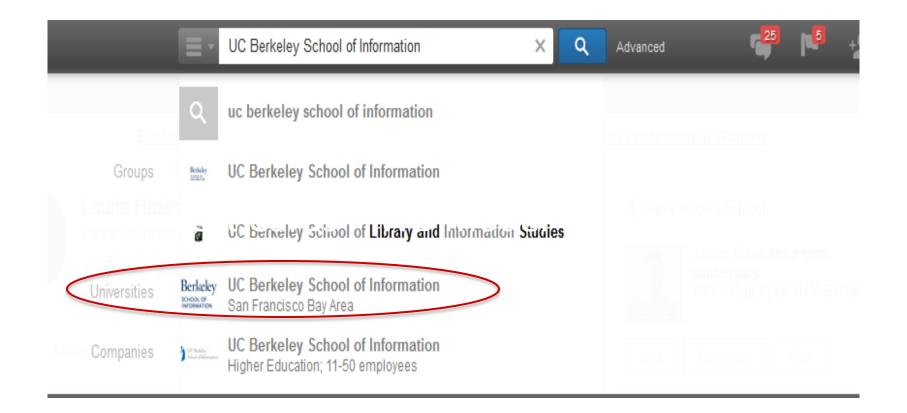
3 Ways to Understand the Political Landscape at... August 22, 2014

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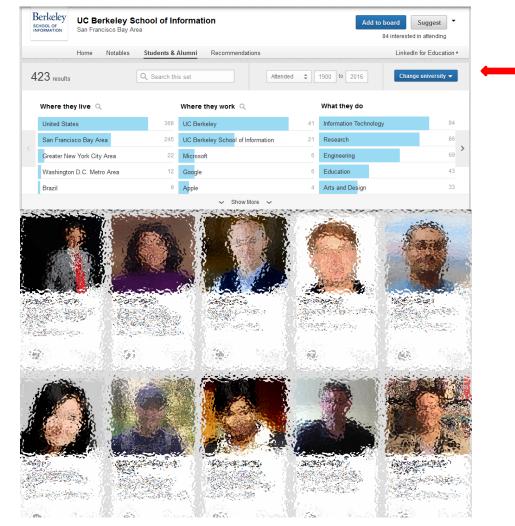
Why You Can't Ignore Politics at Work: Office August 19, 2014

Tip #14: I School Pages





Tip #15: Alumni Tool



Go to: ≻ My Network ≻ Find Alumni

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Resources

- Write for People but Keep Keyword Density In Mind
- LinkedIn Etiquette: 20 Do's & Don'ts
- How to Clean up Your Online Presence and Make a Great <u>First Impression</u>
- <u>10 Minute LinkedIn Makeover</u>
- How Recruiters Really Look at Your LinkedIn Profile and Online Resume
- <u>6 Steps to a More Marketable LinkedIn Profile</u>
- <u>125+ Amazing LinkedIn Statistics</u>
- Top 100 Big Data Experts to Follow

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More Assistance?

Career Advising Appointments, LinkedIn Profile Reviews

MIDS: http://www.ischool.berkeley.edu/careers/mids/advising

MIMS: http://www.ischool.berkeley.edu/careers/mims/advising





Thank you!

Ihaskellwoerner@ischool.berkeley.edu

