Welcome to

# "Harness the Power of LinkedIn in Your Job Search"

We will begin promptly at 12pm!



## Hi! I'm your speaker, Lana Johnson



21 years in the staffing industry

Director of Marketing

Connect with me! www.linkedin.com/in/lanajohnson

## **About Advanced Resources**



Part of the Advanced Group

Advanced Resources
Advanced Clinical
WunderLand Group
Advanced RPO



5 Locations (and growing!)

Chicago
Downers Grove
Northbrook
Schaumburg
New York



5 Core Specialties

Human Resources
Technology
Healthcare
Accounting/Finance
Office Support



Nearly 30 Years

...of staffing experience



Insight. Results. Excellence.

...that's what we're all about!

## **Today's Goals**

- 1 Review some LinkedIn basics
- Learn three LinkedIn job search fundamentals:
  - Get NOTICED through a strong online image
  - 2. Get CONNECTED: grow and leverage your network
  - Get OPPORTUNITIES: find and land your dream job



Let's Talk LinkedIn

## Meet LinkedIn ...

467 million LinkedIn users 40% of users are on LinkedIn DAILY

3 million active job postings

LinkedIn is now owned by Microsoft

LinkedIn has users in 200+ countries

2.6 million company profiles

Growing the fastest among new graduates

92%

of recruiters are using social networks to find talent

90%

of the recruiters who use social tools are using LinkedIn

Source: EveryoneSocial.com (June 2016)

## Free Accounts vs Premium Accounts

#### Free LinkedIn Accounts

- Build your professional identity
- Build and maintain private network
- Find & connect with colleagues and classmates
- Request and provide recommendations
- Request up to 5 introductions at a time
- Search & view profiles of other LI members
- View 100 results per search

Premium "Job Seeker" Account (\$47.99/month)

- 90 day list of viewers and insight into how they found you
- See how you rank among your industry peers
- Applicant insights = how you stack up vs other applicants
- Job applications are above nonpremium members
- Keyword suggestions for the summary section of your profile
- 8 additional search filters
- More InMails

There's also an Executive Level that basically gives you more InMails (\$74.99/ month)

#### For more info:

https://www.slideshare.net/linkedin/free-vs-premium?ref=http://theundercoverrecruiter.com/linkedin-job-seeker-premium-accounts-waste-money-or-fast-lane-success/

https://premium.linkedin.com/jobsearch/features

Get NOTICED
Get CONNECTED
Get OPPORTUNITIES

## 1. GET NOTICED 2. GET CONNECTED 3. GET OPPORTUNITIES



65%

of employers Google job candidates as part of the evaluation process 36%

of employers have declined to interview a candidate after checking them out on social media

Source: Monster/YouGov survey, 2016

## A Positive Online Reputation Starts with Your LinkedIn Profile

Having a robust LinkedIn profile is the key to building a solid foundation on which to grow your network

Your LinkedIn profile might be the first impression you make on a prospect or contact, so it is important that your profile is complete and compelling

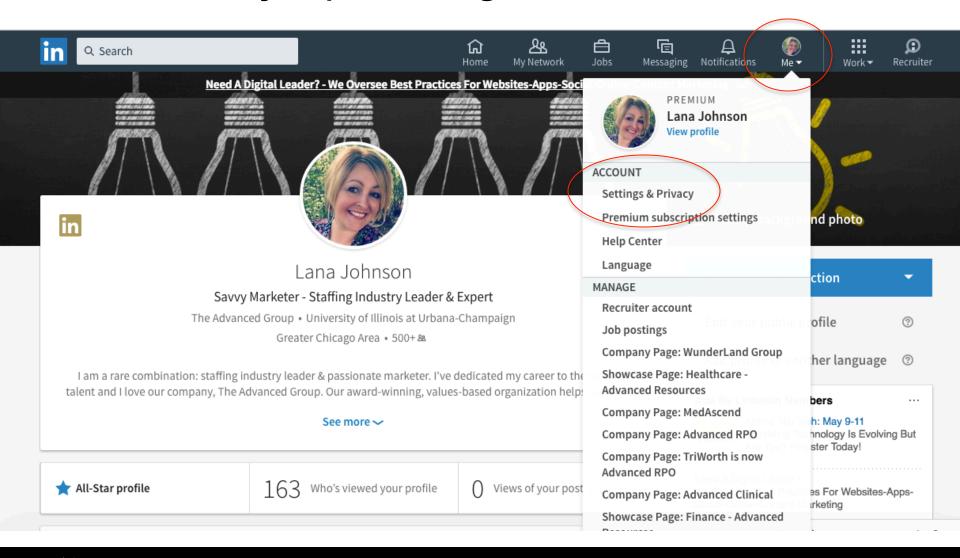
**RESOURCES** 

https://
business.linkedin.com/
talent-solutions/blog/
linkedin-bestpractices/2016/7linkedin-profilesummaries-that-welove-and-how-toboost-your-own

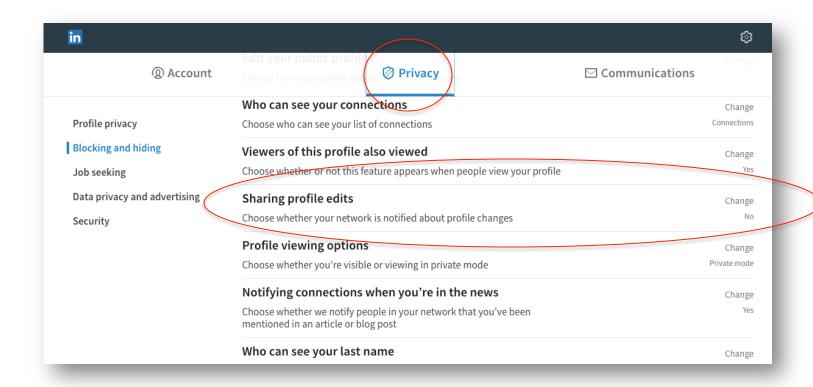
There are 45 million profile views on LinkedIn everyday

Put in the time to make your profile awesome

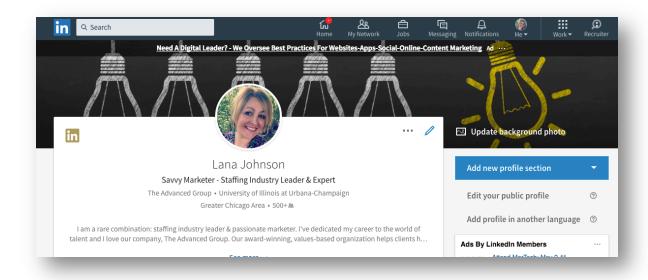
## **STEP ONE: Adjust your settings**



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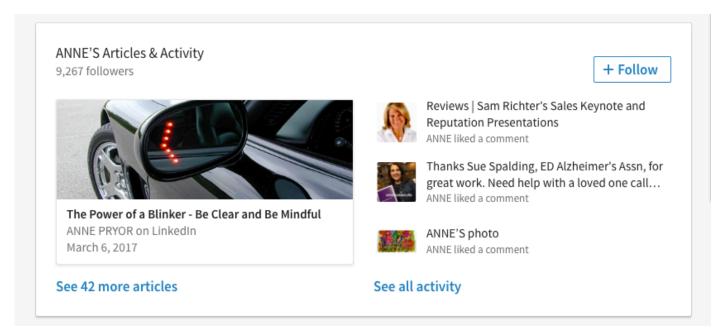
## **STEP TWO: Best Foot Forward! LOOK GREAT!**



Have a great photo! No pets, kids, spouses. White background is ideal. 80% of the space should be your head. Use a background photo to add personality.

Your headline = 120 characters to share your personal brand statement. Use keywords! Don't say "unemployed" in your headline. Sell yourself!

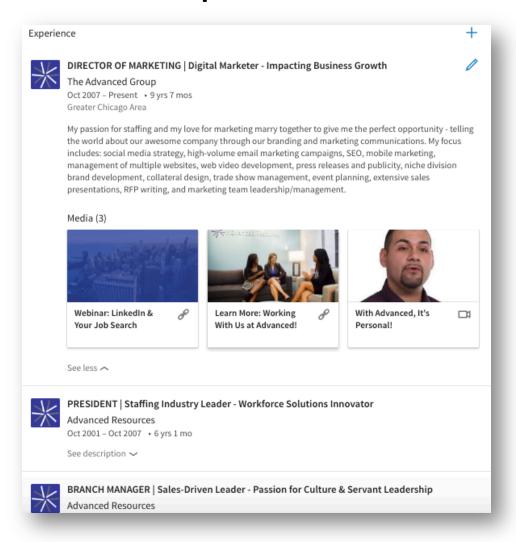
## STEP THREE: Get Published! Share Knowledge



Try writing a long form post that adds value, shares your thought leadership, provides resources. Aim for 300 -2000 words, include links and images.

Your activity also shows up on your profile – all of the things you have liked, shared, commented on, and status updates you have posted.

## STEP FOUR: Update Your Current and Past Experience

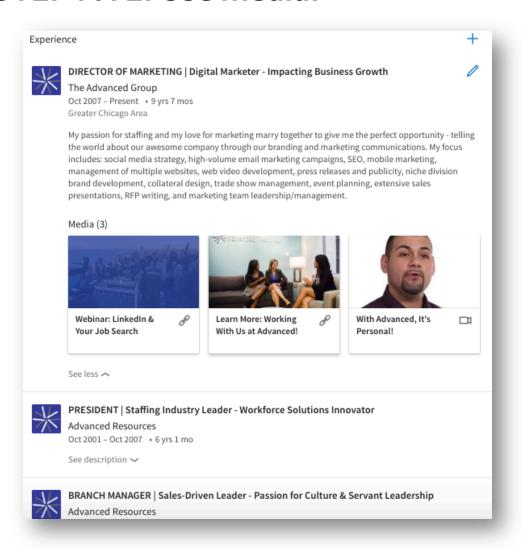


Only your current position shows detailed job description information when someone views your profile.

Other positions will expand when clicked upon.

Title + something informative about your success and USE KEYWORDS

### STEP FIVE: Use media!



Showcase some of your work. Upload your portfolio, any presentations, videos, documents, whitepapers, articles you've written, Slideshares.

## STEP SIX: Education, Volunteer Experience, Projects

EDUCATION: add colleges, dates not necessary. Allows alumni to connect with you.

**VOLUNTEER EXPERIENCE** 

FEATURED SKILLS – add up to 50, include at least 5-10.

ACCOMPLISHMENTS – certifications, honors, awards, organizations, languages, publications ... showcase yourself.

Interests – follow companies and Influencers. Target 5 industries and follow 40 companies in each industry. Follow top Influencers in your targeted industries.

Resource: https://www.linkedin.com/pulse/best-2017-linkedin-new-profile-checklist-here-anne-pryor

### **GET NOTICED – Get Recommendations**



#### Tim Jackson

Account Executive at Newbury Consulting Group

Allison is a terrific project manager with superior knowledge in helping hospital's manage their use of supplemental staff. She balances a good strategic view of the goal with a keen eye for detail. Allison led several implementations of MSN's OneSource solution at hospitals across the county. Prior to this work, Allison expertly managed a team of accont managers... more

February 6, 2010, Tim managed Allison at Medical Staffing Network



#### Connie Schulz

Director - Clinical Operations at Gentiva Health Services

AMR by MSN Healthcare. Allison's knowledge and expertise in the helathcare staffing industry are a big reason for the success of the OneSource program. Her professionalism and negotiation skills are excellent.

February 25, 2008, Connie worked with Allison at Medical Staffing Network



#### Lana Johnson

Director of Marketing

I enjoyed working with Allison tremendously - she has a high sense of urgency, she is a consummate professional, she has excellent follow through and client relationship-building skills, and overall, Allison is an incredibly bright and capable person.

February 25, 2008, Lana managed Allison indirectly at Medical Staffing Network

## TIPS ON ASKING FOR RECOMMENDATIONS

https://www.bostonglobe.com/ business/2016/10/07/how-askfor-linkedin-recommendations/ V8e20XPYxDNzuPW1egCY2J/ story.html

https:// www.interoadvisory.com/ 2017/03/how-to-ask-for-alinkedin-recommendation/

http://www.punchedclocks.com/ how-to-ask-forrecommendations-on-linkedin/

## **GET NOTICED – Need Some Help?**

Search profiles of role models for ideas for your own profile

Search by job title/company

### Get ideas for ...

- Strong profile headlines
- Summary statement wording
- Employers to research
- LinkedIn Groups to join
- Connections & other role models

## GET NOTICED – Drive People to Your LinkedIn Profile

### Donna Schilder

Donnas\_email@email.com www.linkedin.com/in/donnaschilder (000) 000-0000



Present Address 4444 Donna Schilder Way California, CA 40240

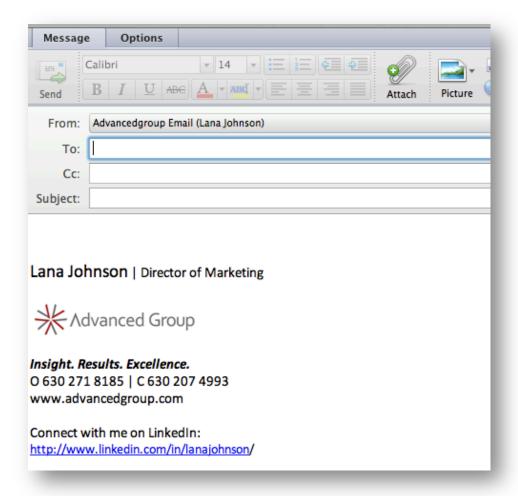
Create a custom LinkedIn URL:

https://help.linkedin.com/app/answers/detail/a id/87/kw/create+url+

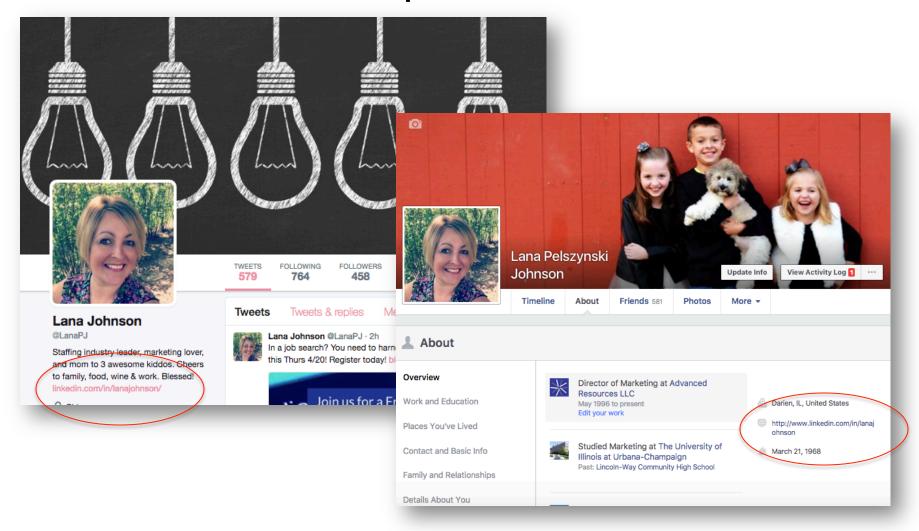
## GET NOTICED - Drive People to Your LinkedIn Profile



## GET NOTICED – Drive People to Your LinkedIn Profile



## **GET NOTICED – Drive People to Your LinkedIn Profile**



## 1. GET NOTICED 2. GET CONNECTED 3. GET OPPORTUNITIES

70%

of people find jobs through networking. 70%!

Source: U.S. Bureau of Labor Statistics



## 2. GET CONNECTED – Types of Connections

#### **1ST-DEGREE**

- People you're directly connected to because you've accepted their invitation to connect, or they've accepted your invitation.
- •You'll see a **1**<sup>st</sup> degree icon next to their name in search results and on their profile.
- You can contact them by sending a message on LinkedIn.

#### **2ND-DEGREE**

- •People who are connected to your 1st-degree connections.
- •You'll see a **2**<sup>nd</sup> degree icon next to their name in search results and on their profile.
- You can send them an invitation by clicking Connect or contact them through an InMail.

#### **3RD-DEGREE**

- People connected to your 2nd-degree connections.
- You'll see a 3<sup>rd</sup> degree icon next to their name in search results and on their profile.
- •If their full first and last names are displayed, you can send them an invitation by clicking **Connect**.
- •If only the first letter of their last name is displayed, clicking **Connect** isn't an option but you can contact them through an InMail.

#### **GROUPS**

- People considered part of your network because you're members of the same group.
- You'll see a Group icon next to their name in search results and on their profile.
- You can contact them by sending a message on LinkedIn or through the group.

#### **OUT OF NETWORK**

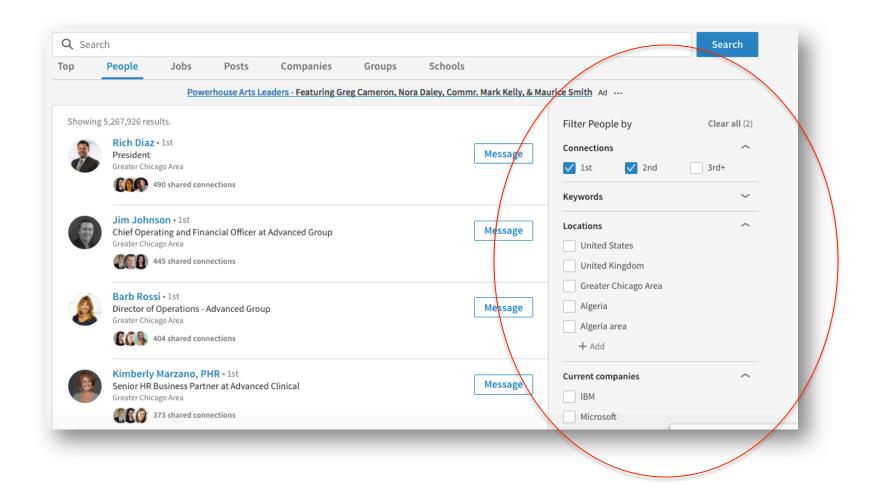
 LinkedIn members who fall outside the categories listed above. You can contact them through an InMail.

## 2. GET CONNECTED — Building Your Contacts

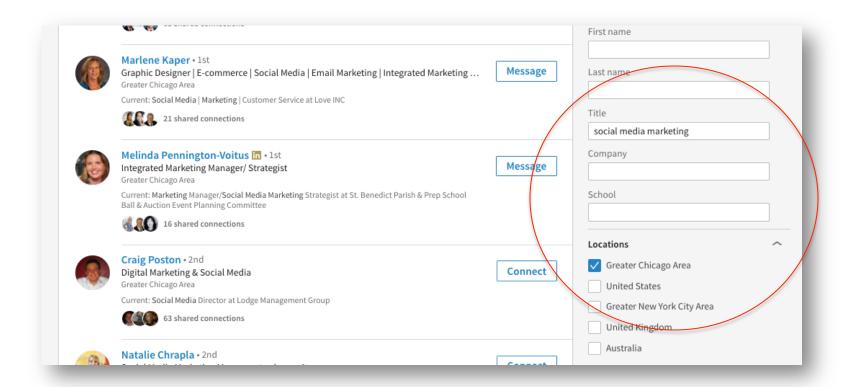
**Invitations** to connect can be sent to anyone you know and trust

Introductions can be sent through one of your direct connections to help you communicate with a LinkedIn member who is two or three degrees away from you InMails are private messages that allow you to directly contact any LinkedIn member who isn't a 1st degree connection, while protecting the recipient's privacy

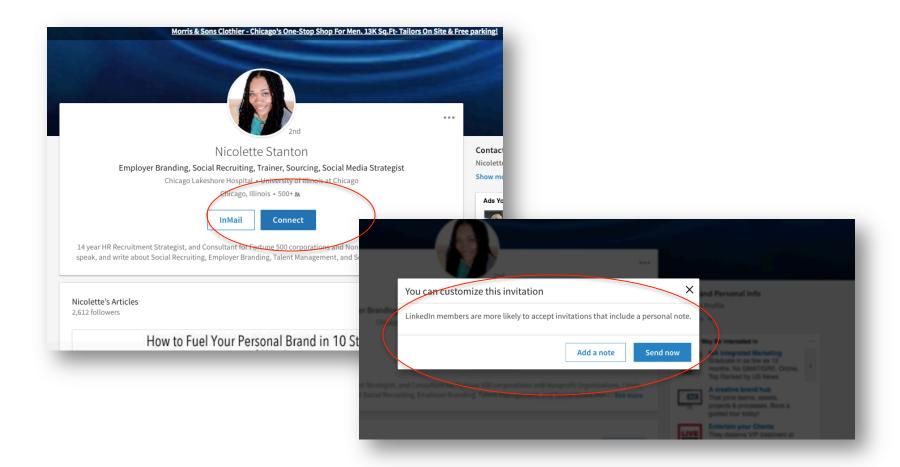
## 2. GET CONNECTED — Finding People



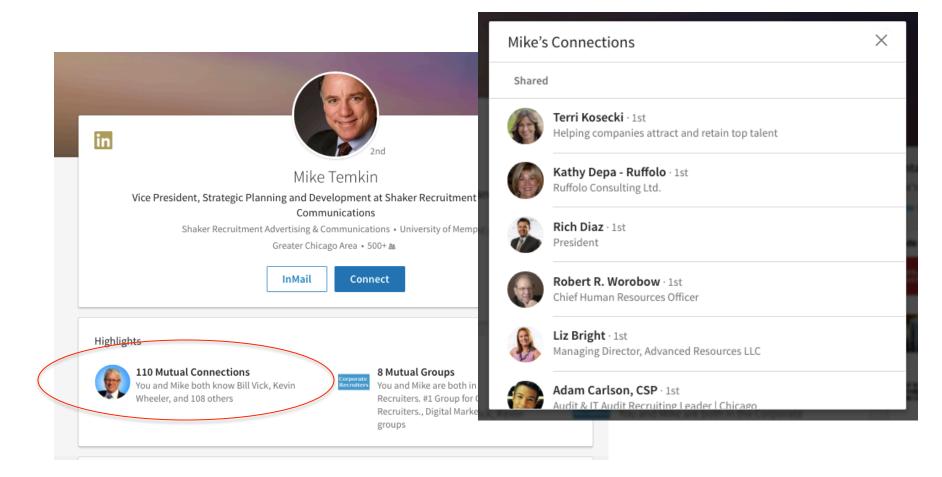
## 2. GET CONNECTED — Finding People



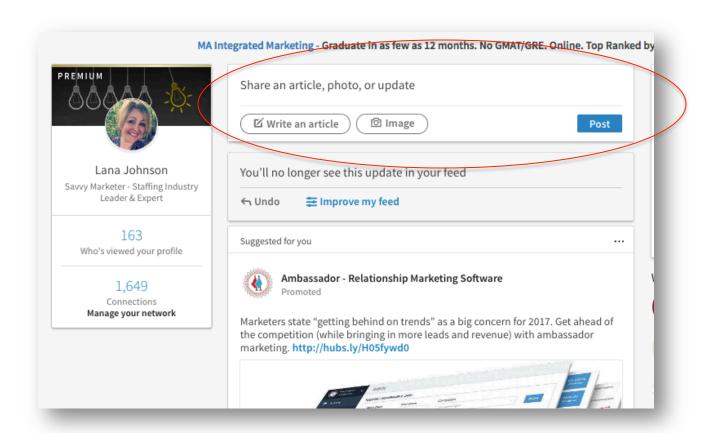
## 2. GET CONNECTED — Request to Connect



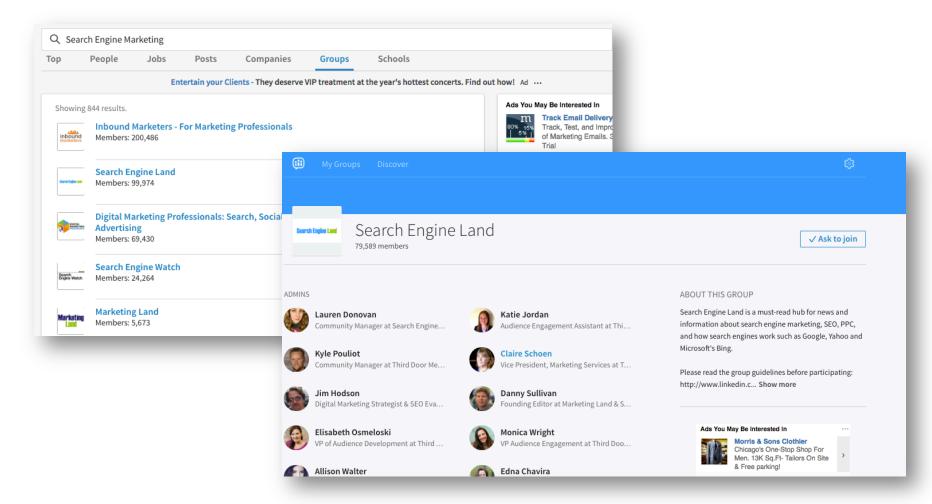
## 2. GET CONNECTED - Get Introduced



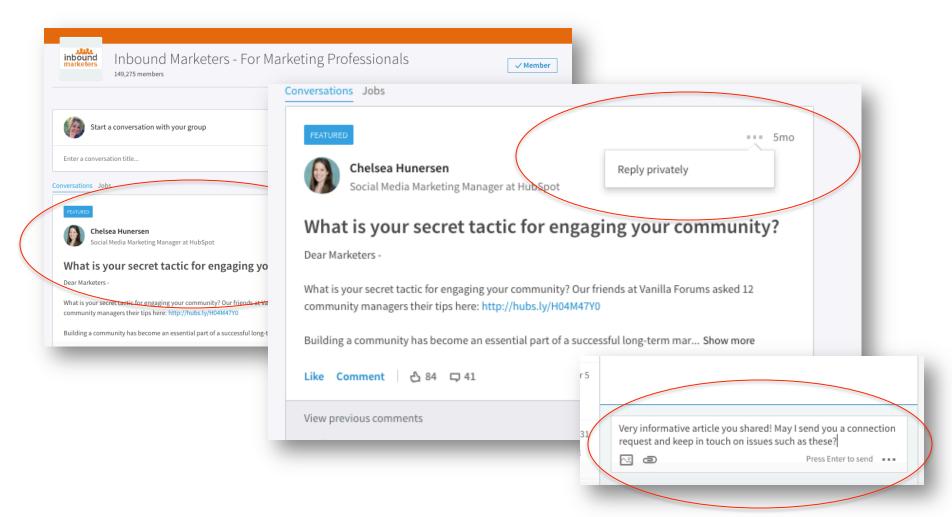
## 2. GET CONNECTED - Post Information Others Might Like



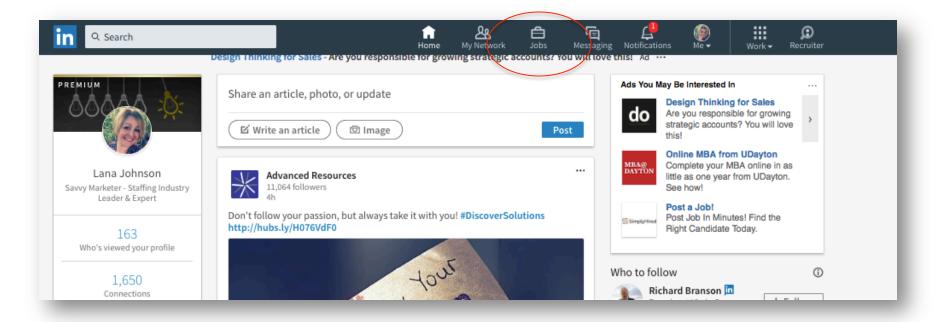
## 2. GET CONNECTED — GROUPS can be Vital to Your Job Search



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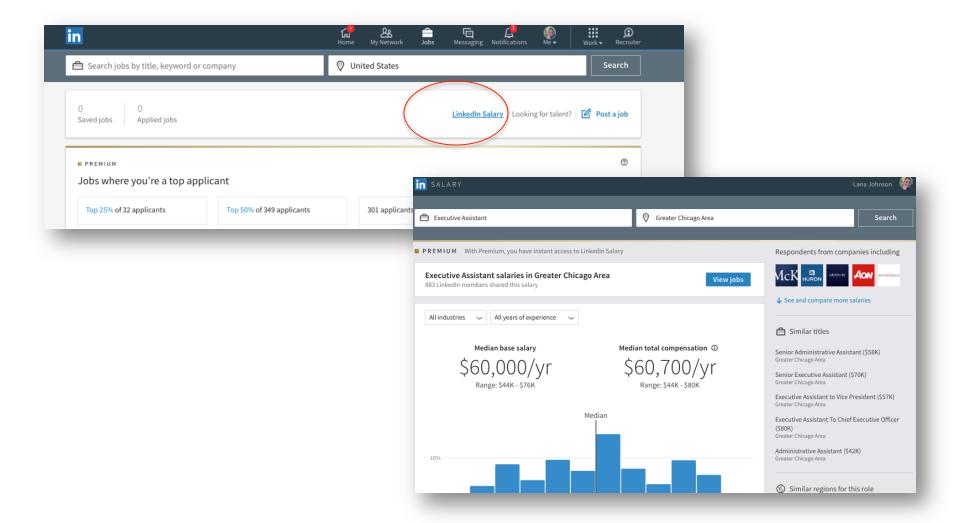
## 1. GET NOTICED 2. GET CONNECTED 3. GET OPPORTUNITIES



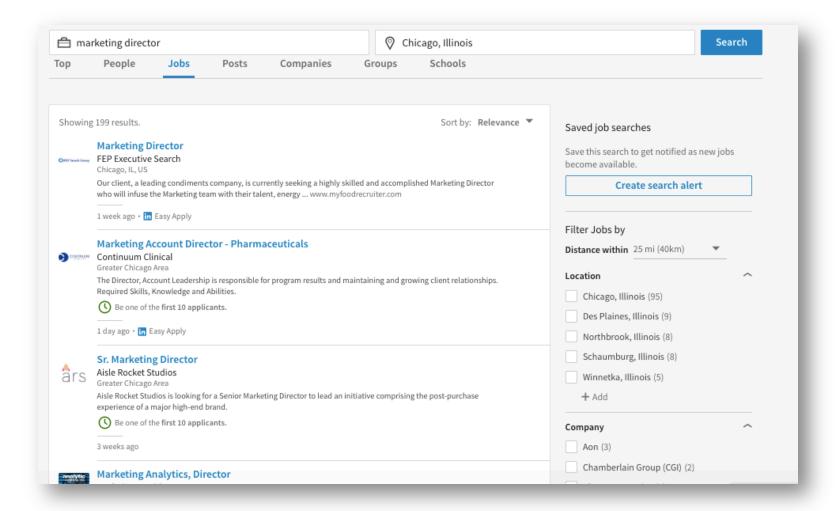
The new and improved JOBS feature recommends:

- Jobs where you're a top applicant
- Jobs you might be interested in
- Fast growing companies you might like
- Companies in your network

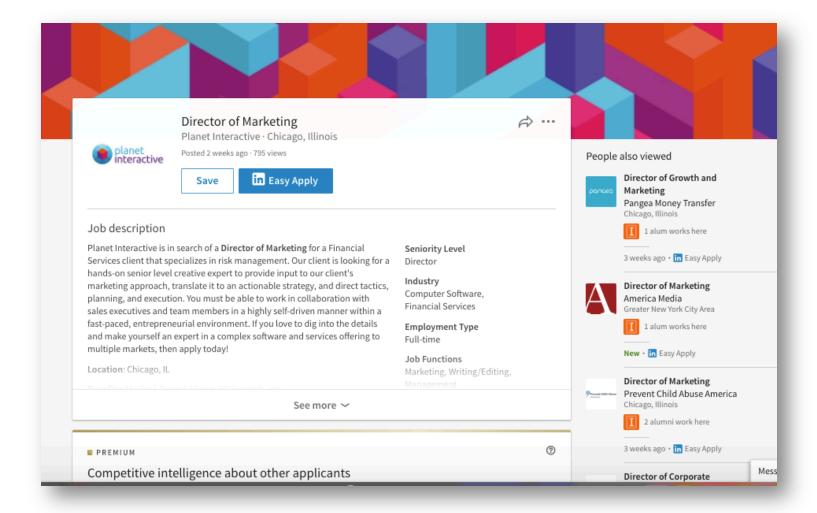
## 3. GET OPPORTUNITIES - LinkedIn Salary



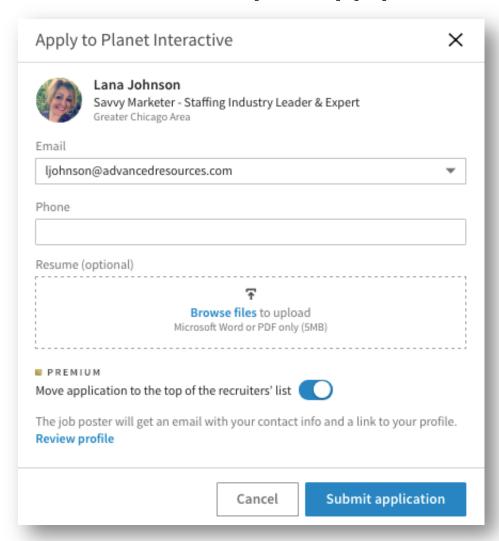
## 3. GET OPPORTUNITIES — Finding Jobs



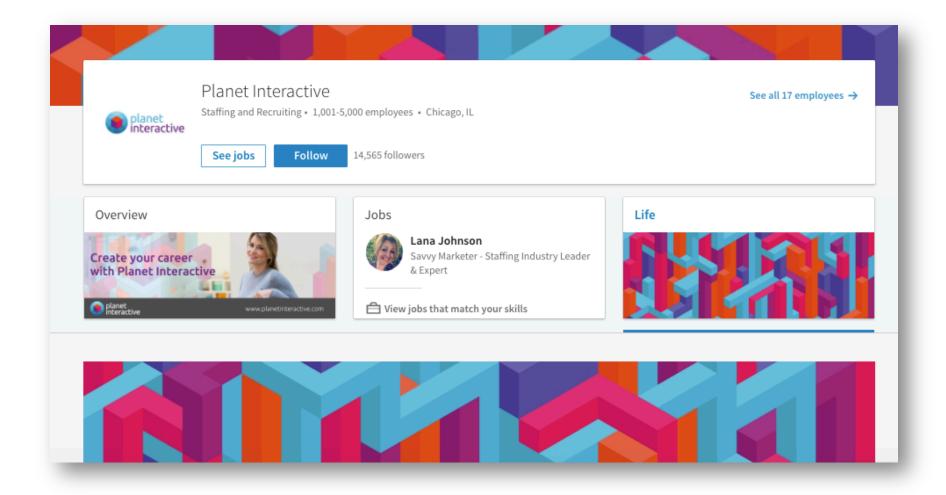
## 3. GET OPPORTUNITIES – Viewing a Job



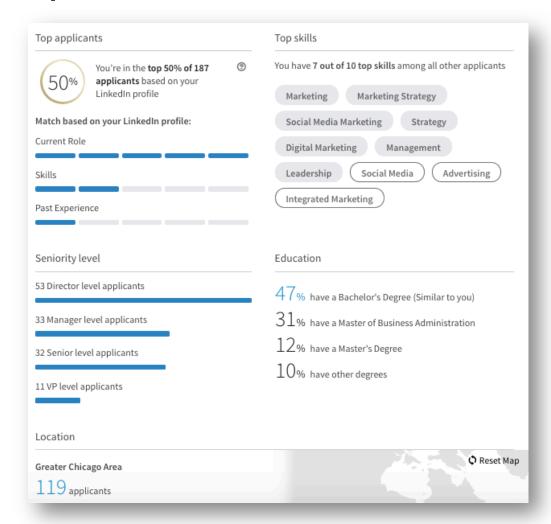
## 3. GET OPPORTUNITIES — Easy to Apply



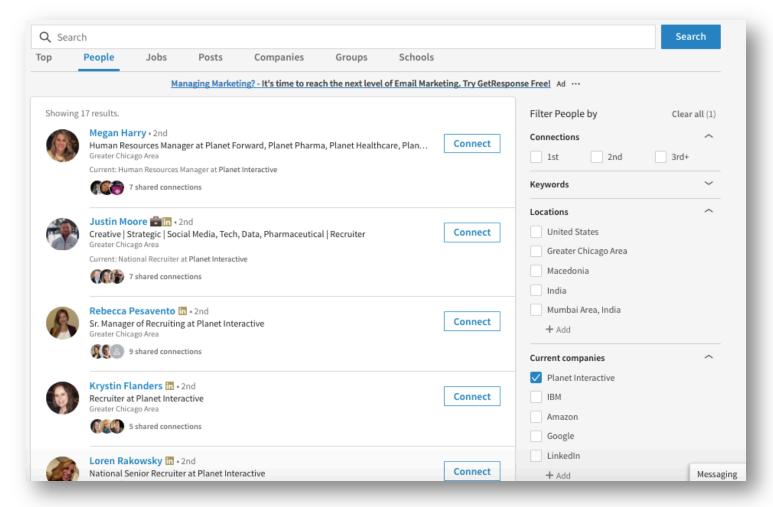
## 3. GET OPPORTUNITIES – Learn More About Companies



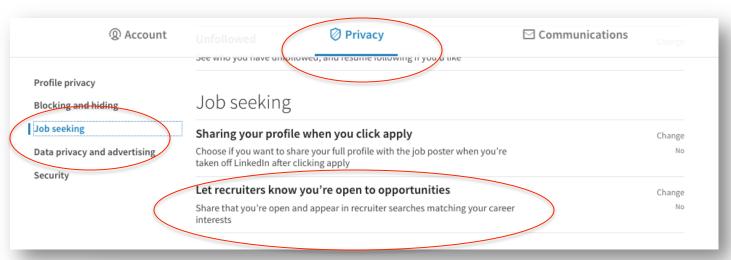
## 3. GET OPPORTUNITIES — Premium = You Can See How You Stack Up

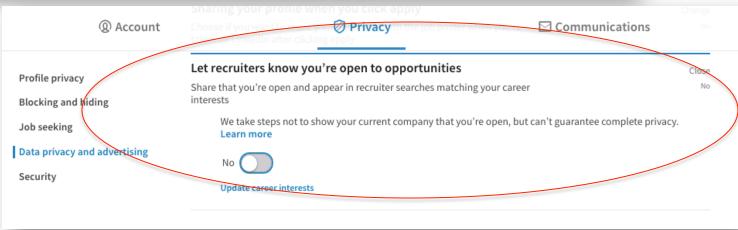


## 3. GET OPPORTUNITIES – Find People You Might Know in a Target Company



## 3. GET OPPORTUNITIES – Letting Recruiters Know You're Looking





## In Closing ... BE SAVVY

Proofread everything!

Use LinkedIn for research on jobs you've found elsewhere

Be professional – always

Always consider your personal brand

Don't send mass emails

## Remember the 3 LinkedIn Fundamentals ...

Get **NOTICED** Get **CONNECTED Get OPPORTUNITIES** 



#### Our next sessions are:

Thursday, June 1
Thursday, September 7
Thursday, November 30

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