Linkedin will be a useless tool to you unless you actually utilize it. There are many features that will help you in your job search in addition to finding and connecting with people.

Here’s a checklist to make sure you’re maximizing what Linkedin has to offer.

- **Make sure your profile is COMPLETE** *(A complete profile increases your visibility on Linkedin)*
  - Education
  - Experiences with bullet points
  - Summary *(as needed)*
  - Skills & Expertise
  - Ask people to ‘recommend’ you *(These are the main sections; there are options to add other sections)*

- **Find and connect with alumni** *(Under the ‘Network’ tab)*
  - Conduct informational interviews

- **Join Groups** *(Under the ‘Interests’ tab, then do a keyword search)*
  - Alumni Associations for your undergrad and grad schools
  - Network of Professional Social Workers *(NPSW)*
    - NPSW Jobs
  - NASW
    - NASW – CA *(Select your respective state)*
  - Social Work Network

- **Be involved in the group discussion** *(e.g. post comments, start a discussion, ask questions)*

- **Follow ‘Channels’** *(Get news and updates on particular topics/industries)*

- **Follow ‘Companies’** *(Be current on what’s going on with companies)*