

LinkedIn Checklist

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)*

Recommended Groups:

 - 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)