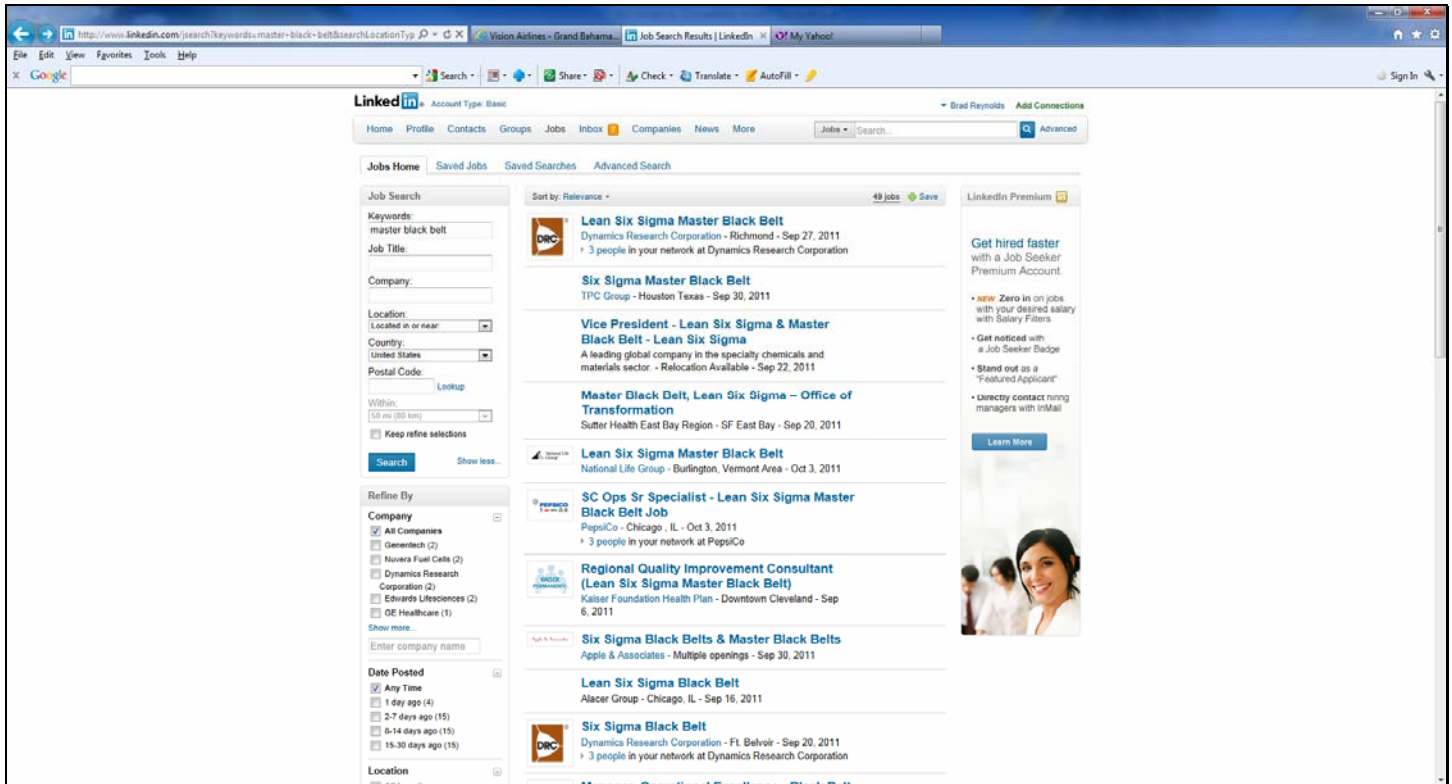


Using “*Linked In*” for a Job Search



- 1) Log on to “*Linked In*” – You must set up an account first
- 2) On the upper header bar select “*Jobs*” and the “*Find Jobs*” link under this header
- 3) When the “*Search for Jobs*” dialog box opens, type in a job title, keyword, or company name where you would like to conduct your search
 - a) An example of a job title might be “*Master Black Belt*”
 - b) A keyword could be any particular skill you are seeking such as “*Lean Six Sigma*”
 - c) Or you can search for all the jobs a specific company has posted on “*Linked In*”
- 4) Once you have entered the preliminary information you may want to narrow your job search by entering a geographic “*Location*” or Zip code such as “*within 50 miles of zip 23238*”. This is especially helpful if you are searching the entire database of jobs from a large national or international company.
 - a) You may also refine your search by the “*Date Posted*”, “*Salary*” range, “*Job Function*”, “*Industry*”. or “*Experience Level*”
- 5) *Linked In* will tell you if other people in your *Linked In* network are associated with the company posting the job. If they are, they can be invaluable resources to you as you pursue a specific opportunity. Note: Once you have linked to a particular company, all the people on *Linked In* with that company will show up as part of your network, whether you know them or not. It is not a good idea to ask someone you do not actually know to help with your job search or to join your personal *Linked In* network.
- 6) Finally *Linked In* will try to sell you their premium service and Job seeker Premium Account
 - a) This allows you to be featured as a “*Featured Applicant*” and directly contact the hiring manager (if they have posted their InMail address on *Linked In*)
 - b) Without this feature, you are usually directed to the posting companies web site to submit your application

- c) The cost is anywhere from \$15.95/month to \$49.95/month depending on the level you purchase. They claim that with the Job Seeker and Job seeker Plus packages you will be allowed 5 – 10 direct InMail contacts
 - i) Linked In also says you will be given a webinar on using their job seeking services as a part of the fee
- d) Since I have never subscribed to this service, I cannot vouch for its effectiveness.

Submitted by: Brad Reynolds

Oct 3rd, 2011