

Is LinkedIn Working for You?

LinkedIn is an invaluable tool to help you research jobs, and find your next position, expand your professional network, or even change careers. **Are you getting the results you want?**

Download this **checklist** and answer the questions to quickly find out new ways to become an even more effective user of LinkedIn.

	YES	NO	TO DO (or ASK HOW)
1 When I log in, I have a clear purpose in mind.	<input type="checkbox"/>	<input type="checkbox"/>	
2 Once on the site, I know the specific steps to take to achieve my goals.	<input type="checkbox"/>	<input type="checkbox"/>	
3 My photograph is clear and presents me in a way that matches how I want be perceived.	<input type="checkbox"/>	<input type="checkbox"/>	
4 I can manage my time while on the site and prioritize the actions that support my goals.	<input type="checkbox"/>	<input type="checkbox"/>	
5 My profile is up to date.	<input type="checkbox"/>	<input type="checkbox"/>	
6 I am clear about my target audience/s and am confident that my profile is written in a way that communicates clearly with them.	<input type="checkbox"/>	<input type="checkbox"/>	
7 I visit the site regularly as part of my scheduled activities.	<input type="checkbox"/>	<input type="checkbox"/>	
8 I know how to find people I want to connect with & actively build relationships that support my professional goals.	<input type="checkbox"/>	<input type="checkbox"/>	
9 As part of my networking strategy I look for ways to help others and take appropriate action.	<input type="checkbox"/>	<input type="checkbox"/>	
10 I know how to use the additional tools that are most relevant to my goals.	<input type="checkbox"/>	<input type="checkbox"/>	
11 I protect my information by choosing my preferred privacy settings and backing up my contacts.	<input type="checkbox"/>	<input type="checkbox"/>	
12 <i>[Add your item here...]</i>	<input type="checkbox"/>	<input type="checkbox"/>	

Tips: Using this checklist.

- Read though the items and check either “yes”, “no”.
- Review your “yes” items. Are you happy with the results you are getting? If not, go to the items you marked “no”. Which one is most relevant to your immediate goals? Focus there first.

How to Get More Help

Are you unsure of the next step? What else do you need to know to get better results from your use of LinkedIn? If you have still have questions or need more help, you are invited to attend a complimentary virtual training. [Join the class invitation list](#) to get upcoming class details sent to you by email.