LinkedIn Job Search Optimization

Job Search Optimization
Setting up your Job Search Alerts and Job Seeking Preferences enables you to receive targeted job postings as well as make it easier for recruiters to find you.

Here’s Your How To:

- **Set Your Job Search Alerts** -
  1. Start at your LinkedIn home page
  2. Type a job title or job function in the main search field and hit enter (e.g., software engineer, mechanical engineer, analytics, CAD, etc.)
  3. Select the “Jobs” option
  4. You will then see a list of related jobs
  5. Use the filter option to help you narrow the results (you can filter by location, job type, experience level, specific company, date posted, etc.)
  6. After filtering, select “Set Alert” and you will receive notifications when similar jobs post

  - You can edit and delete job alerts by going to the briefcase icon on your home page and selecting “Job Alerts” where you will find the option to inserting a job title in the search field from your home page

- **Set your Job Seeking Preferences** - go to “Settings and Privacy” located under your “Me” icon. Locate Job Seeking Preferences and update the relevant subsections.

Networking - Yeah, we snuck this in under Job Search Optimization because LinkedIn is an amazing networking tool. In fact this may be the most effective way you use the platform!

LinkedIn is all about connecting with people who are working in jobs and at companies of interest. Put your shy self away and start making connections and building relationships!

You can begin by connecting with The Center staff. We are friendly and very cool people with lots of connections. Our career peers are even more interesting! You can and should network with us.

Not sure what to say or how to build a networking plan? Check out the networking information on our Get Career Help page. Read Chapter 8 in WHO Logic and you will be ready to network like a champion. As Aditya Ashok says, “everything just falls into place when you start talking with people.”