

LinkedIn Job Search Optimization




Job Search Optimization

Setting up your *Job Seeking Preferences* **and** *Job Search Alerts* makes it easier for recruiters to find you and enables you to receive targeted job postings.

Here's Your How To:

- **Set your Job Seeking Preferences - to help recruiters find you**
 1. Start at your LinkedIn home page
 2. Select "View Profile"
 3. You will see - "Show recruiters you're open to work"; select the "Get Started" option
 4. Add job titles of interest, workplaces, job locations, start date, job types, and choose to let recruiters view your profile. You can also add the "open to work" photo frame here.

- **Set Your Job Search Alerts to enable LinkedIn to send you curated job postings-**
 1. Start at your LinkedIn home page
 2. Select the "Jobs" option (briefcase icon) 
 3. Type a job title or job function in the main search field and hit enter (e.g., software engineer, mechanical engineer, analytics, CAD, etc.)
 4. Enter location (you can target this by city, state, or broaden - United States)
 5. You will then see a list of related jobs
 6. Use the filter option to help you narrow the results (you can filter by job type, experience level, remote/onsite, specific company, date posted, etc.)
 7. After filtering, select "Set Alert" and you will receive notifications when similar jobs post
 - You can make changes to your job alerts by returning to the Jobs option (briefcase icon) on your home page and select "Job Alerts" to edit and delete

- **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."