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| **SETTING YOUR CAREER INTERESTS**  *(This can be set to “off” if you’d rather not specific particular details)*  If you’re looking for a job, you can let recruiters know you’re open to new opportunities. You can share your career goals (such as the types of companies and roles you are most interested in) with recruiters on LinkedIn who may have opportunities that match your interests and background.  To share your career interests from the **Settings & Privacy** page:   1. Click the “**Me”** icon at the top of your LinkedIn homepage. 2. Select “**Settings & Privacy”** from the dropdown. 3. Click the “**Privacy”** tab at the top of the page. 4. Click on “**Job seeking preferences”** section on the left hand side.   Here, you’ll be able to alter multiple settings about your job seeking intentions (or, set everything to “no”, if you’d rather keep this private. |

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| **ADDING A DOWNLOADABLE VERSION OF YOUR CV**  You want your LinkedIn profile to entice people to request your CV; giving you control as to who gets to see it. Your CV contains your complete career history and contact details so you don't want just anyone to be able to download it. Recruiters like it when a CV is attached to your profile as they can then download it without ever contacting you and can immediately dismiss you without ever talking to you. You want recruiters to contact you so you can show them you are a real person.  If you do decide to upload your CV to your profile, consider removing your home address and any other confidential information you aren't comfortable sharing with everyone. ***If you do want to add it:***   1. ​Click the “**Me”** icon at the top of your LinkedIn homepage. 2. Select “**View profile”** from the dropdown. 3. Click “**Edit”** to the right of the “**About”** section. 4. Under “**Media”**, click one of the following options:    1. **“Upload”** - To add a media sample from your computer. Select your sample and click **Open** to upload it to LinkedIn.    2. **“Link”** - To link to an online media sample. Enter your media link into the **Paste or type a link to a file or video**, and click **Add**. **Note:** You can also link to a website. 5. In the pop-up window that appears, edit the **Title** and **Description** as needed. 6. Click “**Apply”** at the bottom right of the pop-up window to upload your media sample. 7. Click “**Save”**. |

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| **WHAT YOU SHOULD DO NEXT**  **Hide your activity, but make your profile public.**  When you plan to look for a new job, one of the first things you should do is update your LinkedIn profile. However, you obviously don't want to alert your current bosses of this.   1. Click the “**Me”** icon at the top of your LinkedIn homepage. 2. Select “**Settings & Privacy”** from the dropdown. 3. Click the “**Privacy”** tab at the top of the page. 4. Under the **How others see your LinkedIn activity** section, click “**Change”** next to **Share job changes, education changes, and work anniversaries from your profile**. 5. Switch the toggle to **Yes** or **No**.   This will prevent edits to your profile from appearing in LinkedIn's feed of updates. However, consider turning on your public profile so others can see when you've viewed their profiles s this can help alert the right people that you're interested in their work. |
| **Create a Personal URL**  When you create a profile, LinkedIn will automatically assign you a profile URL that can be used to access your profile directly. It will usually contain numbers and letters. But you can change this URL so that it contains your name.  For example, your profile URL is: https://www.linkedin.com/in/diomides-mavroyiannis-52886936/  It could be something similar to: fr.linkedin.com/diomides-mavroyiannis/  To do this, click on “*Me*” in the top menu bar, then “Settings & Privacy”, and the click “change” next to “Edit your public profile”. As an example, this is what my page would show: |
| **Your Photo**  You have a good profile photo. Profiles with clear, professional looking photos are 14 times more likely to be viewed. |
| **Recommendations**  Ask previous colleagues / managers for recommendations |