



Student Profile Checklist

Date	Task
<input type="checkbox"/>	Upload a great head and shoulders photo
<input type="checkbox"/>	Check that I only have a first and last name showing
<input type="checkbox"/>	Make full use of 120 characters in my headline and explain what I can do for people
<input type="checkbox"/>	Find images to break up the text in my headline, small icons
<input type="checkbox"/>	Identify the correct industry for my profile
<input type="checkbox"/>	Include the correct and up to date contact details, especially a your personal email
<input type="checkbox"/>	Customise my personalised URL with my first and last name
<input type="checkbox"/>	Write a concise and personal summary written in the 1st Person
<input type="checkbox"/>	Add documents to the end of my summary or external media, video introduction by you perhaps?
<input type="checkbox"/>	Decide on my Top 10 skills
<input type="checkbox"/>	Follow company pages of your target companies
<input type="checkbox"/>	Make use of the project section to add any projects that I have undertaken
<input type="checkbox"/>	Add volunteer experience and what causes (charities) I support
<input type="checkbox"/>	Highlight my achievements in education, include any projects, presentations and testimonials.
<input type="checkbox"/>	Request at least 5 recommendations for my profile from people I have done work with or for and including my tutors if they are on LinkedIn.
<input type="checkbox"/>	Ask my tutors for a paper written recommendation, if they are not on LinkedIn and upload it to my profile at the end of my summary.
<input type="checkbox"/>	Investigate joining a few jobs groups, local network groups and industry specific groups. At least 10 to get started.
<input type="checkbox"/>	Go to LinkedIn Pulse and select news feeds and influencers to follow, so that they appear on my newsfeed.
<input type="checkbox"/>	Tag all your connections as soon as you connect
<input type="checkbox"/>	Create essential tags; company, introducer, local, call, friend, tutor. There is no limit how many I can create or assign
<input type="checkbox"/>	Save and tag a prospect first before asking to connect
<input type="checkbox"/>	Join at least 10 groups, split between Industry, Recruitment and Networking
<input type="checkbox"/>	Convert Facebook and Twitter connections to LinkedIn connections weekly
<input type="checkbox"/>	Target to grow your network by 5 new connections every week, minimum
<input type="checkbox"/>	Master the LinkedIn app
<input type="checkbox"/>	When meeting people face to face ask if they are on LinkedIn and send them an invite on the spot, so they see you do it.
<input type="checkbox"/>	Follow companies that interest me and could potentially offer me a job. Review their employees and who to reach out to.