LinkedIn

LinkedIn is a professional network site that lets you connect with others and find jobs

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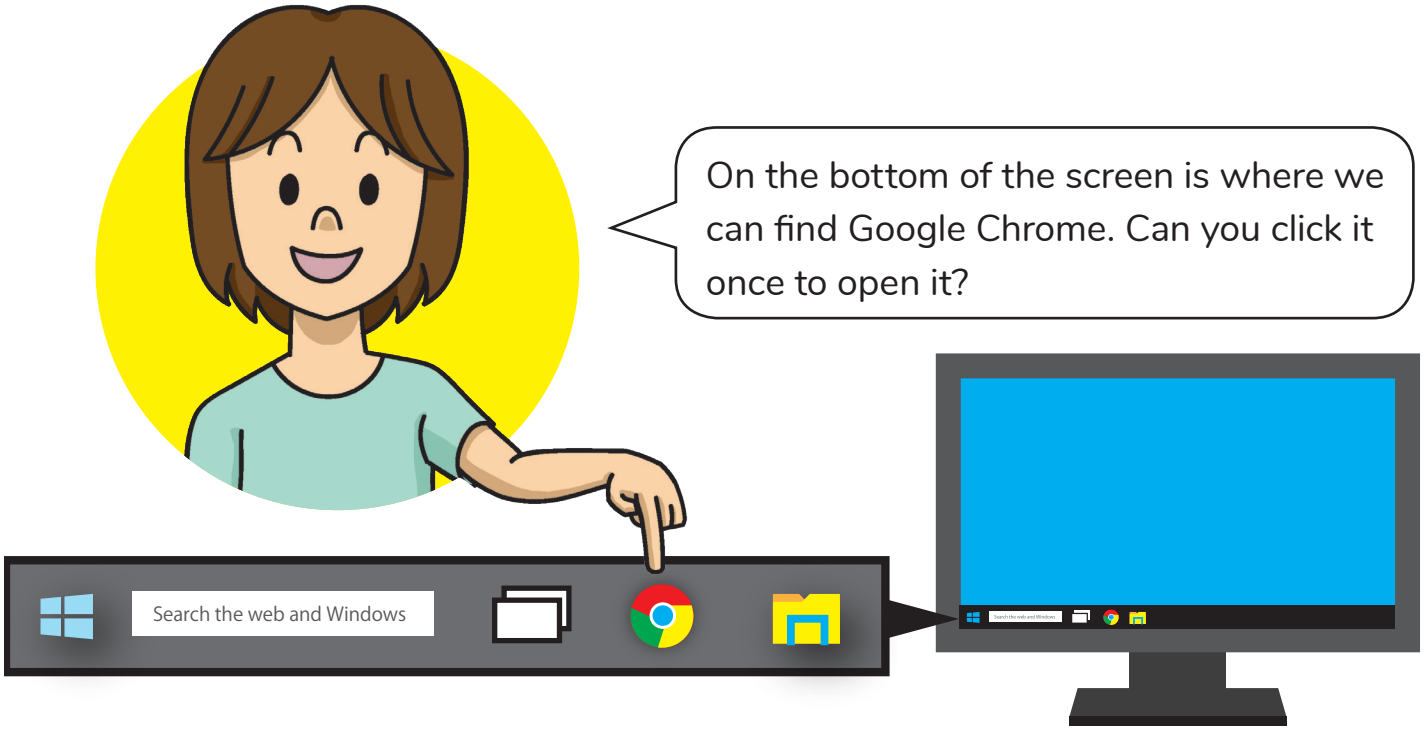
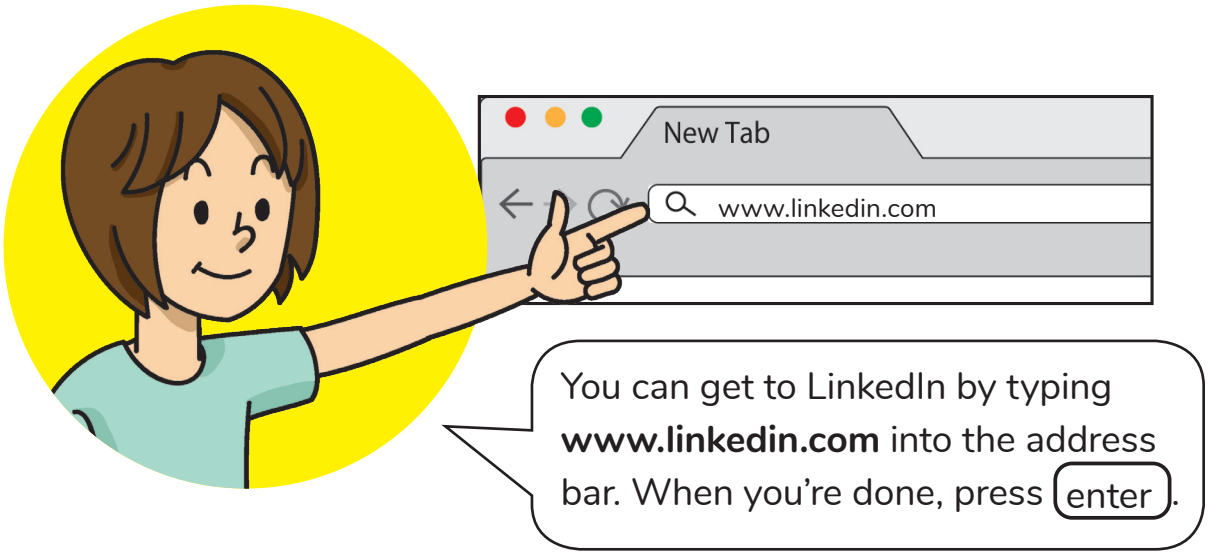
Let's open LinkedIn





Creating a LinkedIn Account

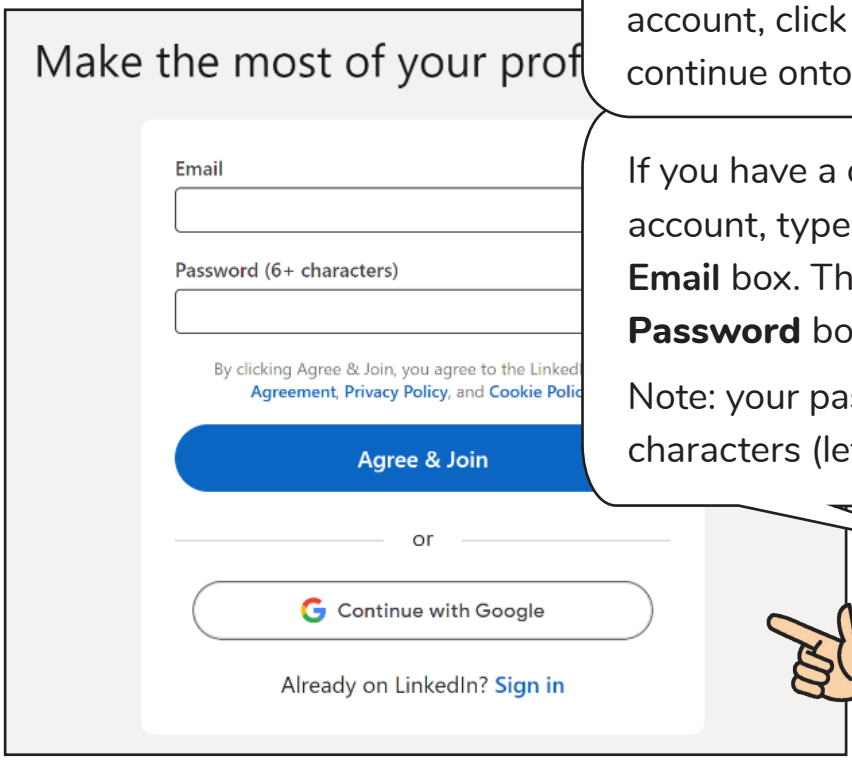
LinkedIn is a professional network site that lets you connect with others and find jobs. To use it, you'll need to make an account.

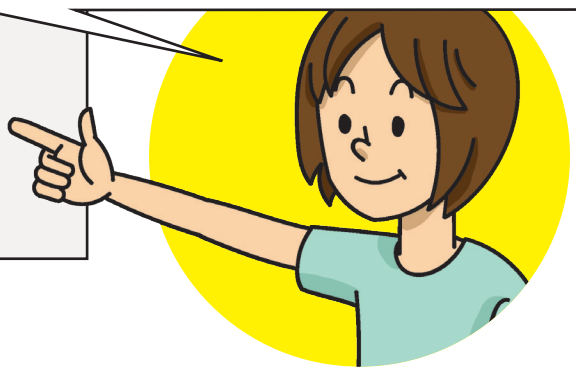
Select **Join now** at the top of the screen

You'll need to create an account using your email address. If you already have a Gmail account, click **Continue with Google** and continue onto the steps on the next page.

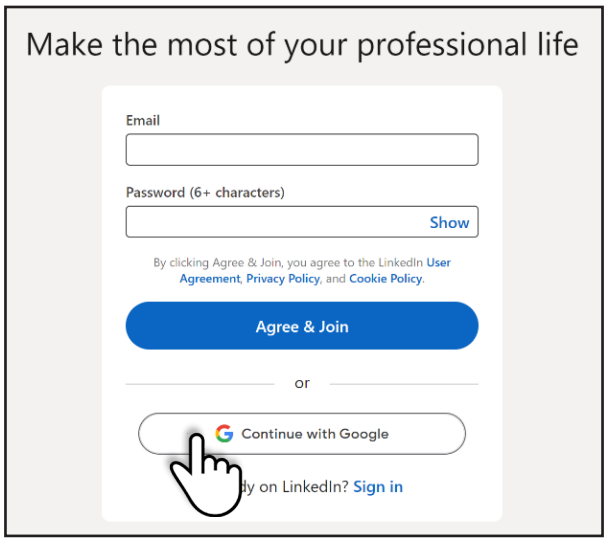
If you have a different kind of email account, type your email address into the **Email** box. Then, type a password in the **Password** box and click **Agree & Join.**

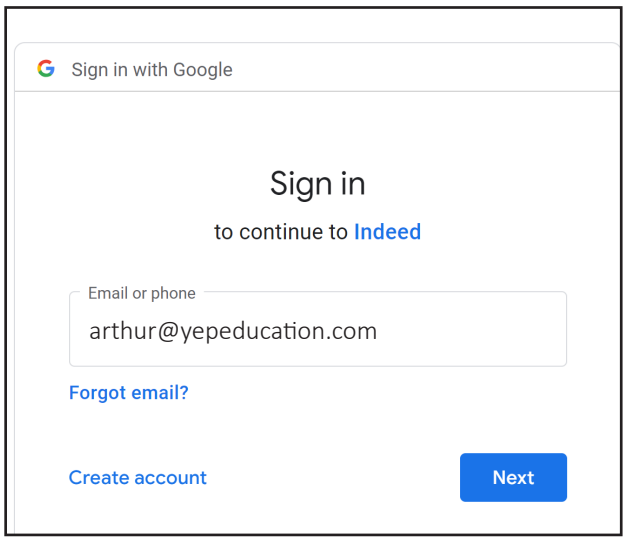
Note: your password needs to be at least 6 characters (letters, numbers, or symbols).





Signing in with Google

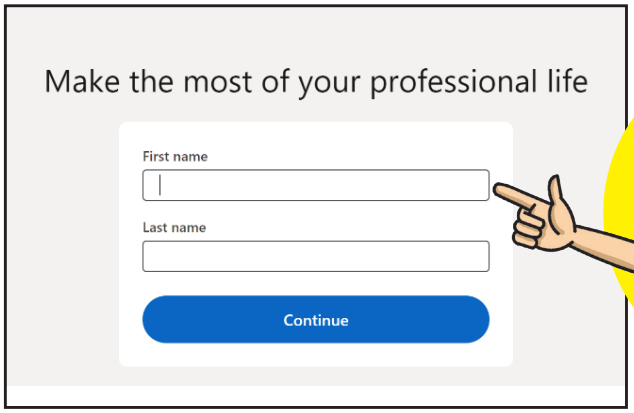


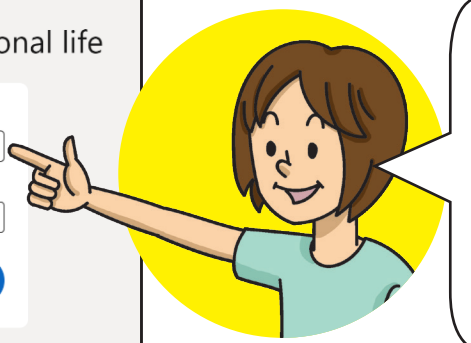


If you're using a Gmail account, after clicking **Continue with Google** you'll see a pop up asking you to sign in with Google.

Type your email address and click **Next**. Then follow the steps to finish signing in with Google. You may need to enter your Gmail password.

Let's set up your profile



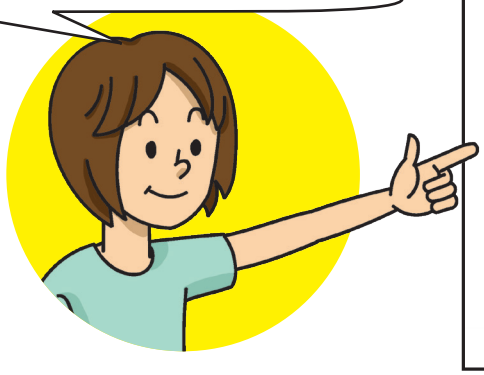


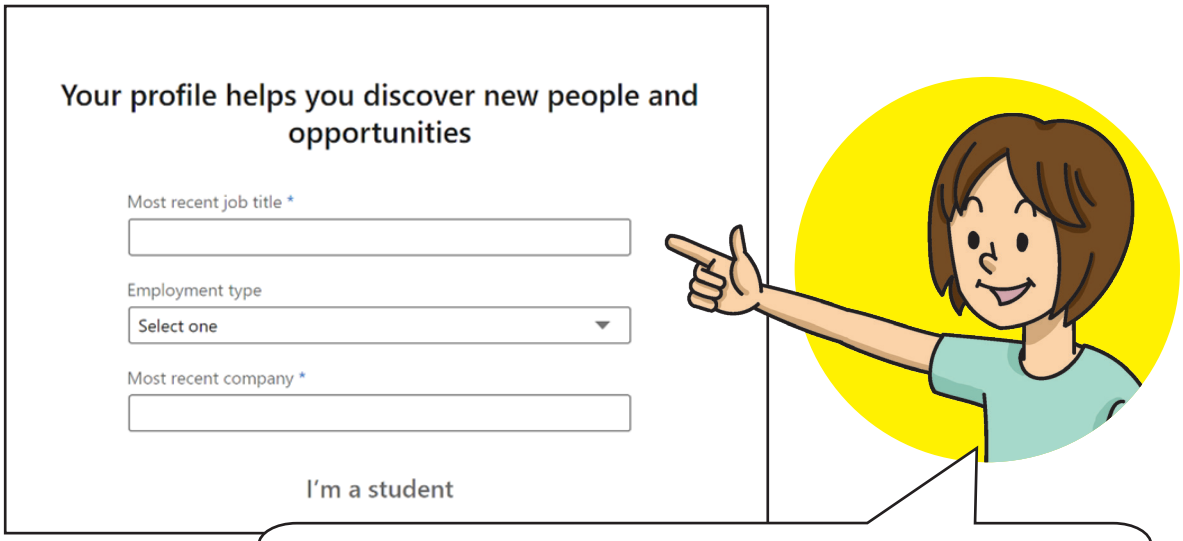
Making a profile will help LinkedIn show you things that are relevant to you, such as companies and jobs you might be interested in.

Type your name in the **First name** and **Last name** boxes. Then click **Continue.**

In the **Country/Region** and **City/District** boxes, type the country and city you're in.

Click **Next** when you're finished.





Type your most recent job title into the box called **Most recent job title.**

Then, click the dropdown menu under **Employment Type** and select if your job was full-time, part-time, or something else.

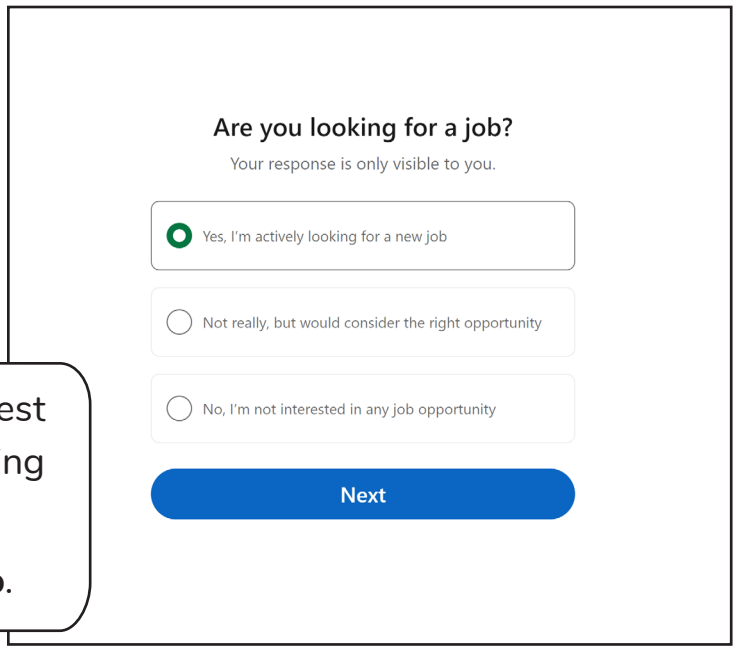
Then, type the most recent company you worked with, or the company you are currently working for, in the box called **Most Recent Company.**

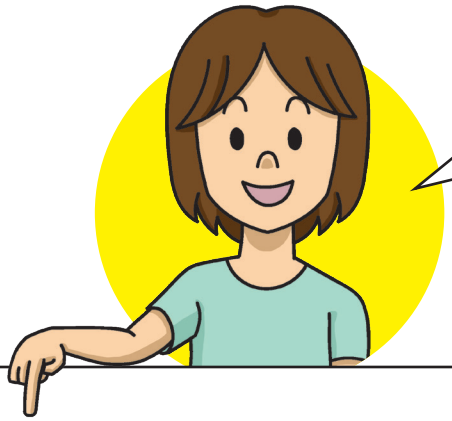
When you're done, click **Continue.**

Are you looking for a job?

Next, click one of the options that best answers the question “Are you looking for a job?”

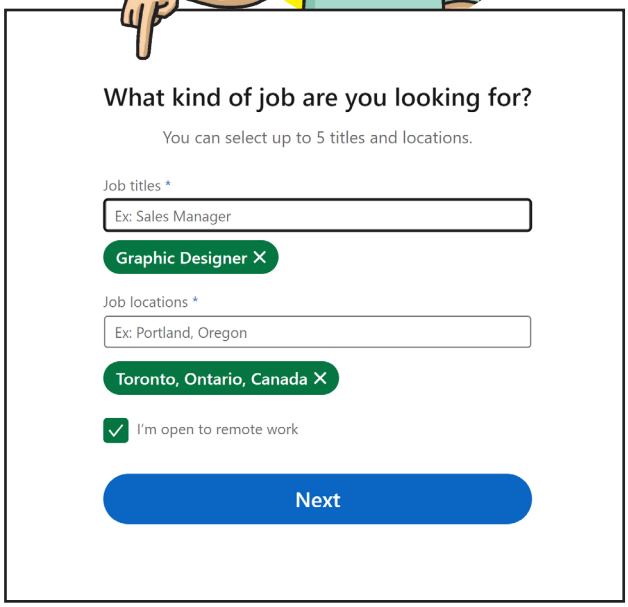
You can chose **Yes**, **Not really**, or **No**.





If you choose **Yes** or **Not really**, you’ll be asked to pick the types of jobs you’re looking for.

Type any kind of job you’re interested in into the **Job titles** box and you’ll see a few options appear. Click on it to add it to your list of jobs you’re looking for. You can select up to 5 types of jobs.

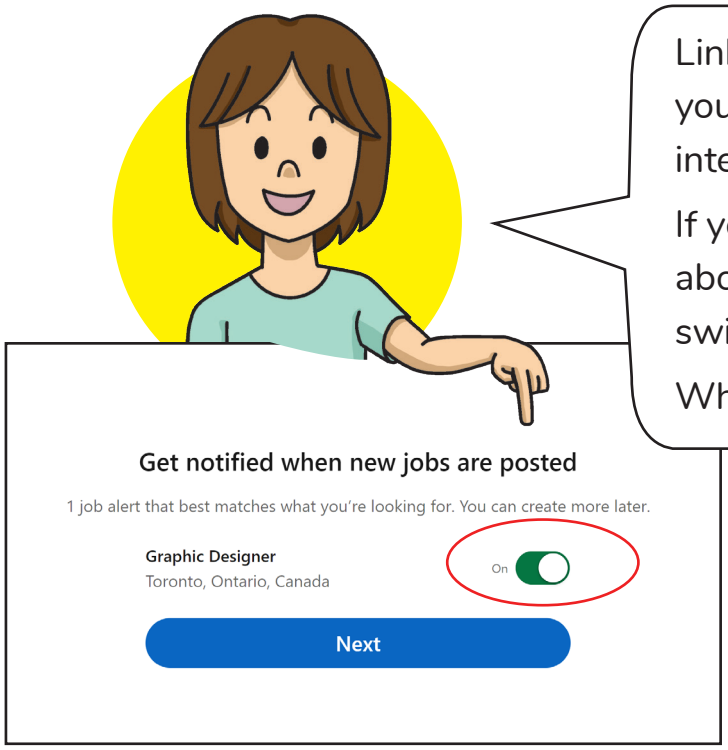


Then choose the location you’re hoping to find a job. Type a city name into **Job Location** and select an option from the dropdown. For example, you could type “Toronto, Ontario.”

You can also click the checkbox called **I’m open to remote work** if you’re open to working from home.

Click **Next** to continue.

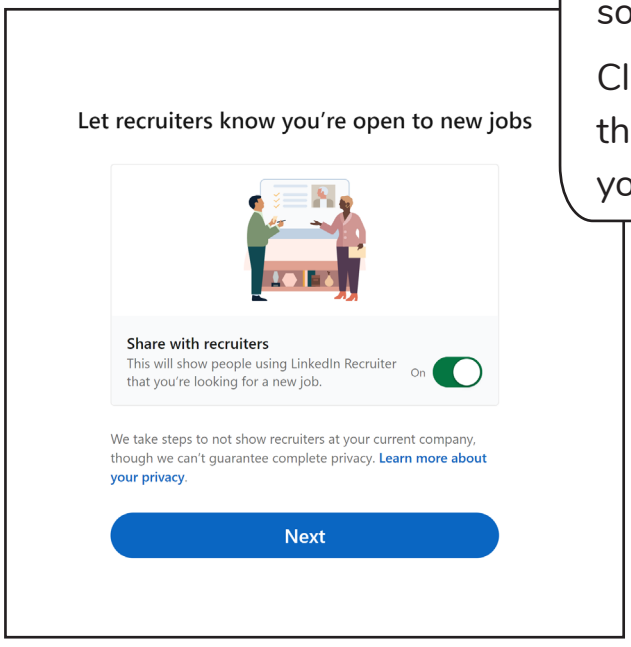
Do you want email updates from LinkedIn?



LinkedIn can send you emails to notify you when new job opportunities you're interested in are posted online.

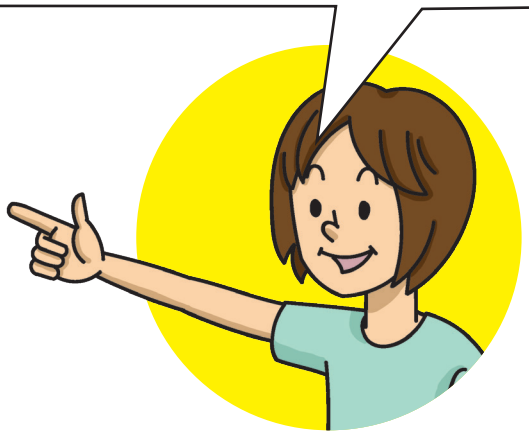
If you'd like to receive email notifications about a certain kind of job, click the green switch icon that's next to the job title.

When you're done, click **Next**



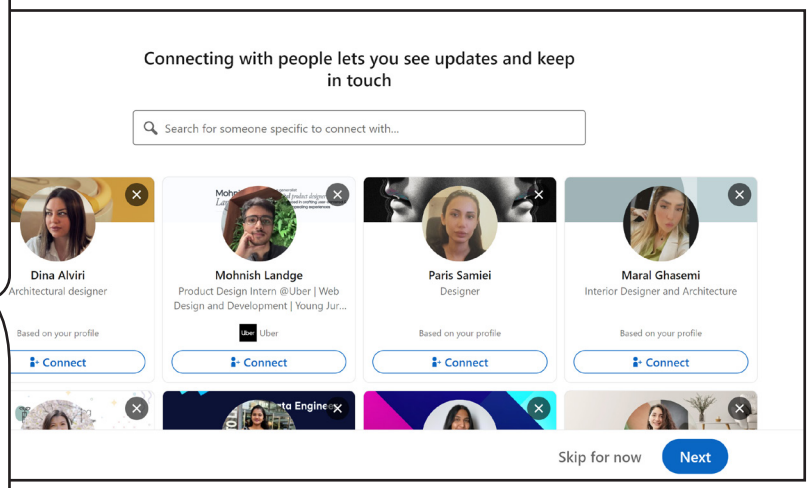
You can also ask LinkedIn to share your profile with people who are looking to hire someone.

Click the switch icon to let employers see that you are looking for a new job. When you're done, click **Next.**



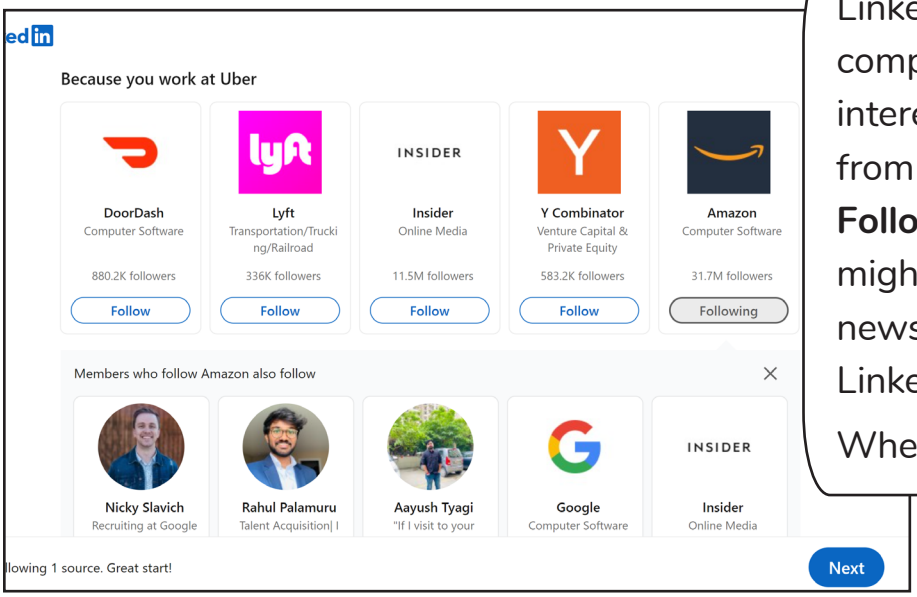
Adding people and following companies

You can add people you know to your LinkedIn network. Adding people you know will give you any updates they post on their LinkedIn account, such as getting a new job or receiving a promotion.



Type a name of someone you know to see if they're on LinkedIn. If you find someone you know and would like to connect with them, click the **Connect** button to send a connection request.

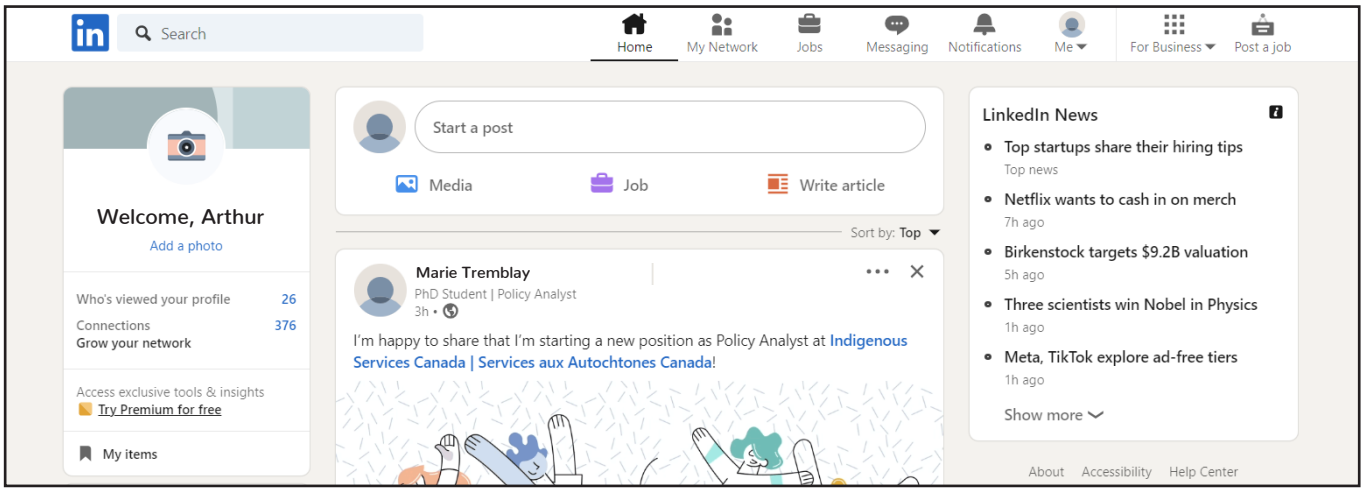
When you're done, click **Next.**



LinkedIn will suggest some companies that you might be interested in. You can get updates from a company by clicking the **Follow** button. These updates might include job postings or news articles they post on their LinkedIn page.

When you're done, click **Next.**

Let’s look at your LinkedIn homepage

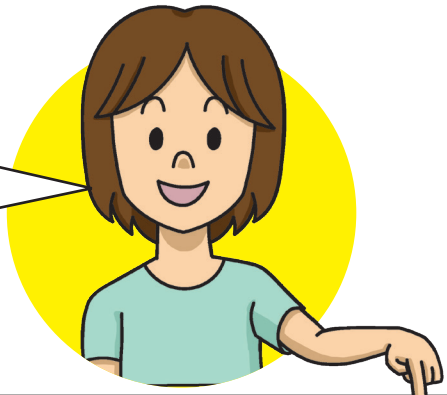


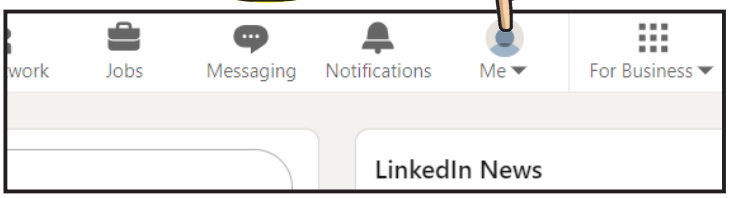
In your LinkedIn homepage, you’ll be able to see any updates from people and companies you follow.

Scroll down to see them.

Now let’s view your profile.

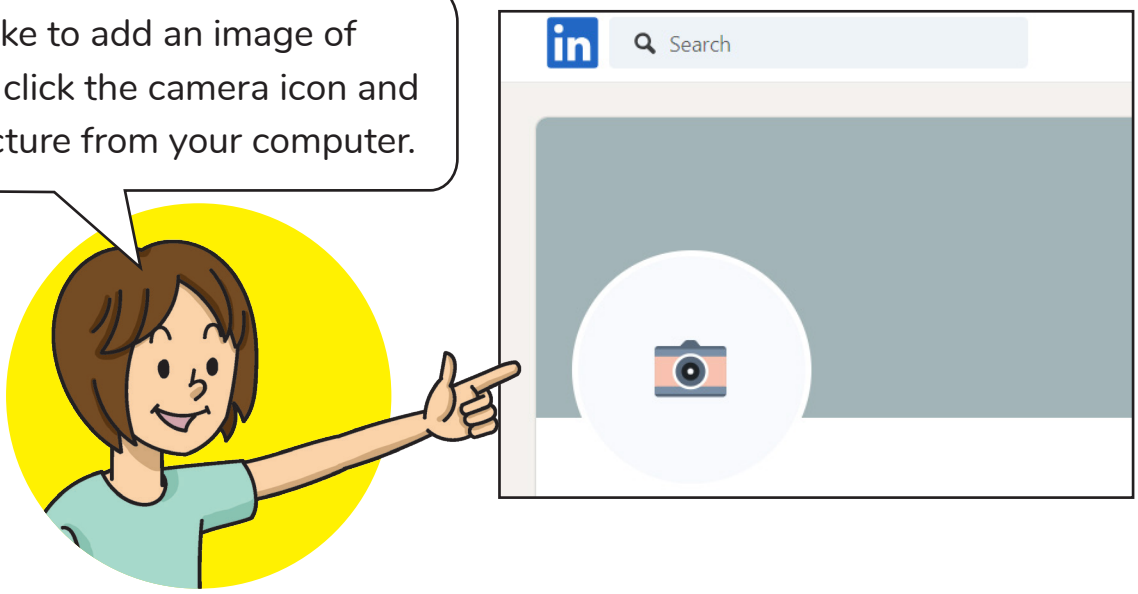
Click on the **Me** button, and then click **View Profile**.





Making changes to your LinkedIn profile

If you'd like to add an image of yourself, click the camera icon and add a picture from your computer.

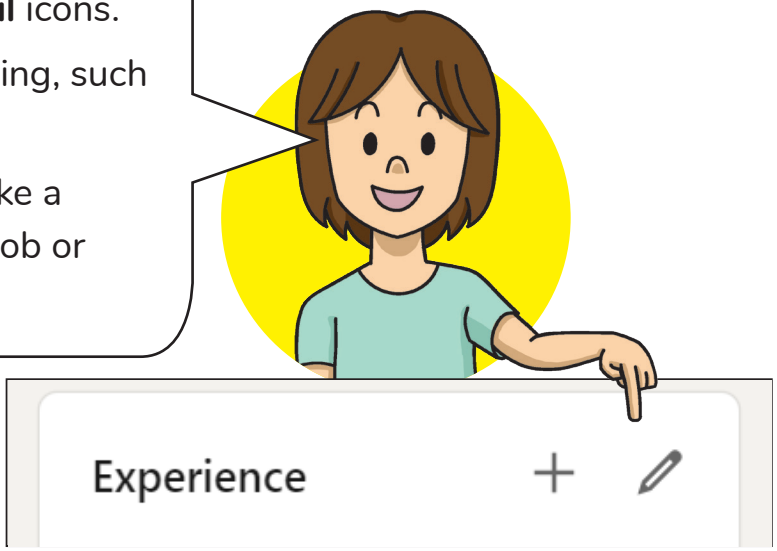


If you'd like to change anything in your profile, you can use the **+** or **pencil** icons.

Click **+** if you want to add something, such as another job experience.

Click the **pencil** if you want to make a change, such as removing a past job or changing the title.

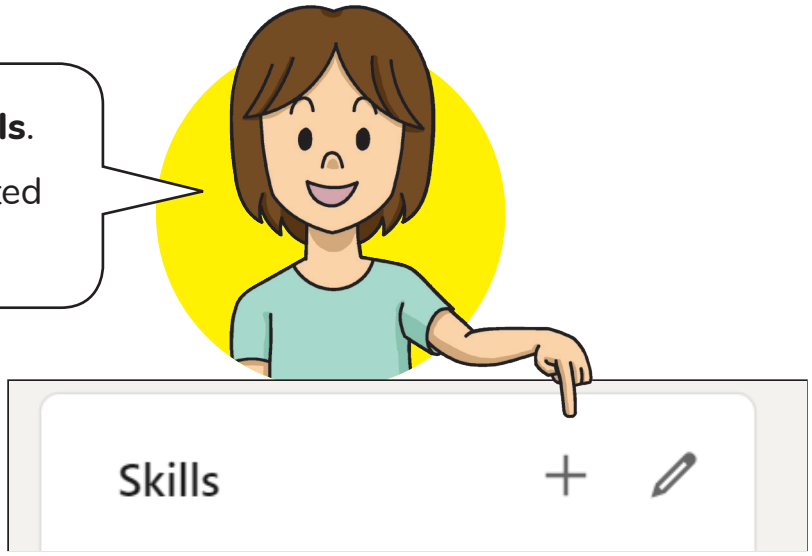
Try adding more job or volunteer experiences.



Adding skills to your LinkedIn profile

Click on the **+** icon next to **Skills**.

Here, you can add any job related skills you have.

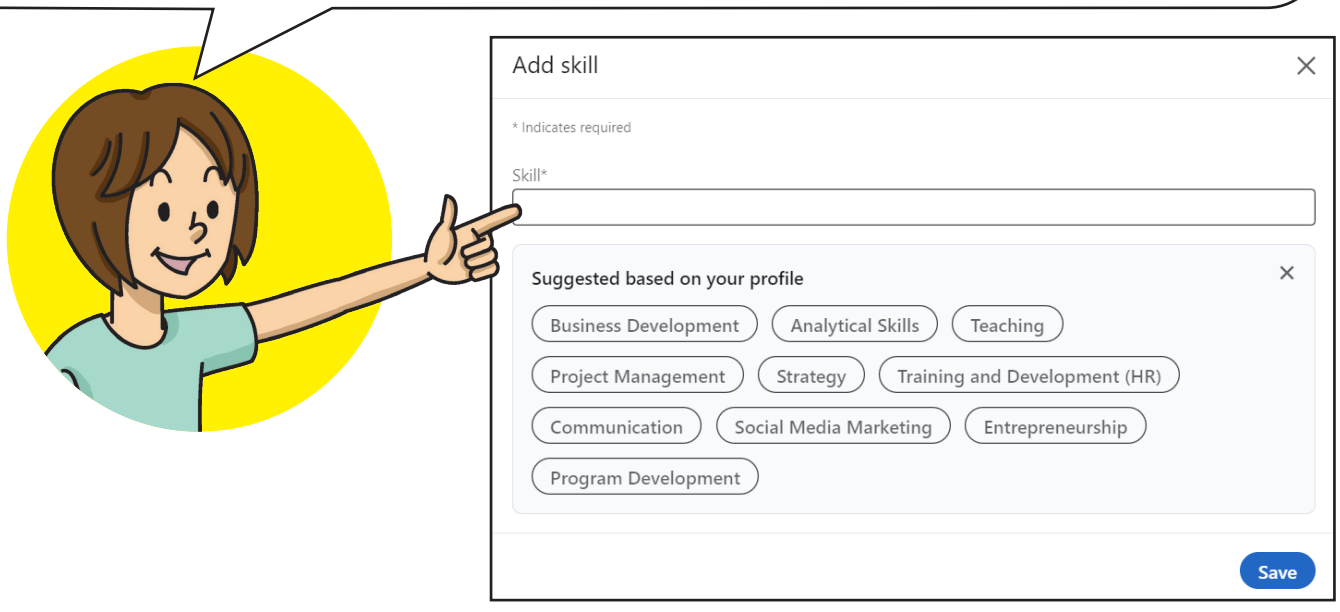


Type a skill into the **Skill** box and select an option from the dropdown.

For example, you could add a skill like graphic design, or a computer program you know like Microsoft Word, or a language you know like French.

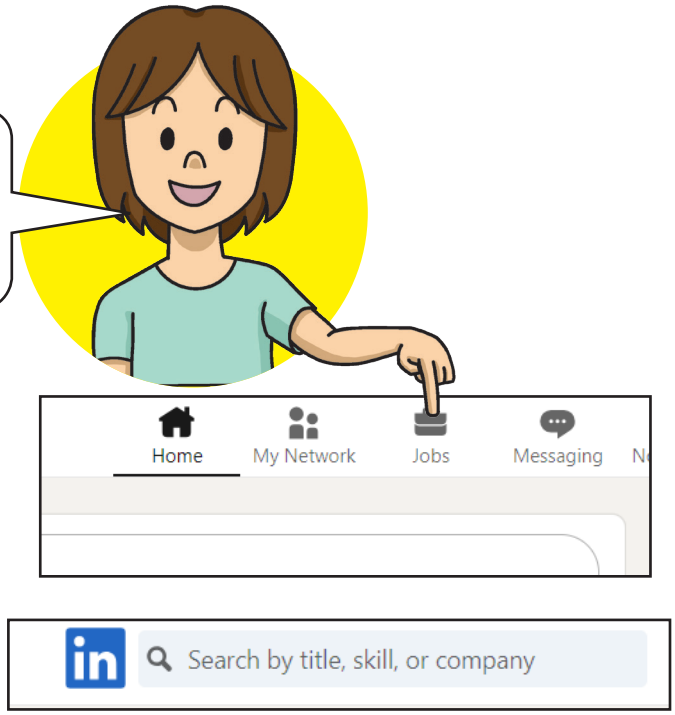
Adding skills to your profile is a great way to let others know what you have to offer.

When you're done, click **Save**.



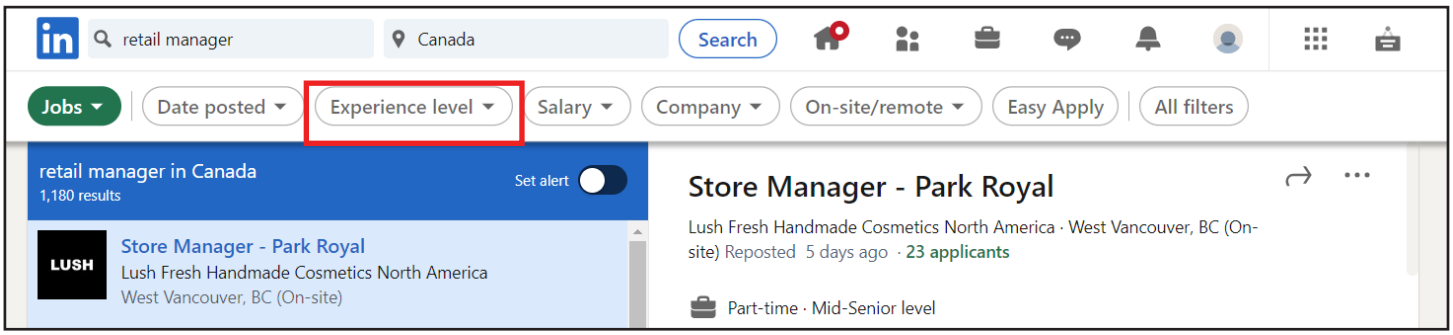
Applying for a job on LinkedIn

Many employers post job opportunities on LinkedIn. You can find them by clicking the **Jobs** button.



Search for a job title using the search box at the top left of the screen.

Try typing **Retail Manager** and then press enter.



You can narrow your search by selecting a few options.

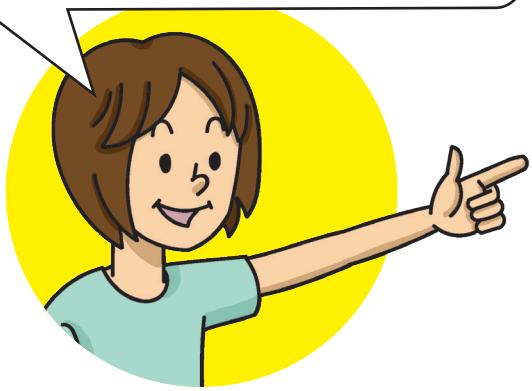
Click on **Experience level**. Here, you can get LinkedIn to show you jobs that are internships, entry-level, or senior positions.

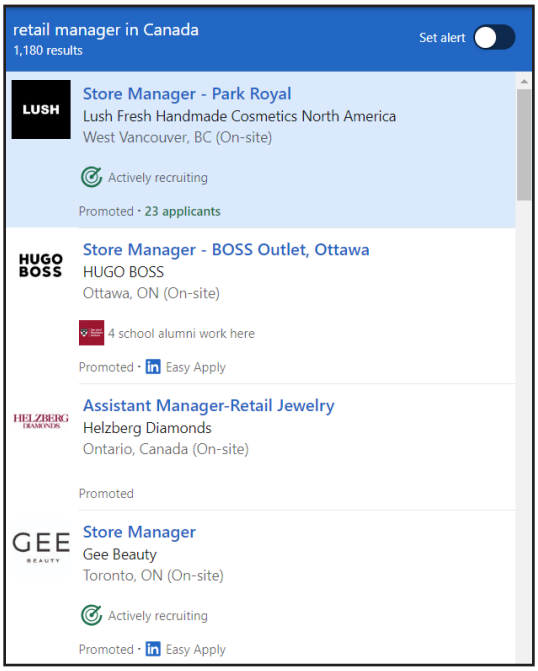
Now click on **Salary**. Here, you can get LinkedIn to only show you jobs above a certain salary amount.

Try picking some of the options that match what you're looking for.

Let's look at different job postings

Scroll down the page to see all of the jobs that are available. When you find a job that looks interesting, click on it to read more details about the company and the job they have available.





Lesson Check In!

Pick a job posting and see if you can find this information.

- What is the name of the company that posted the job opportunity?
- What are 3 things the employer is looking for in an employee?
- Is the job full-time or part-time, or is it something else?
- How many years of experience are needed to apply?

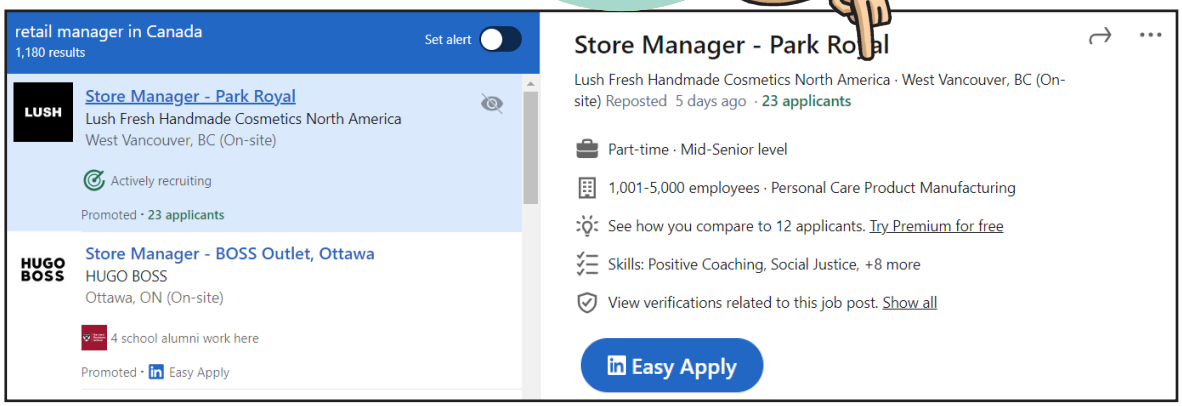
Does it make sense?

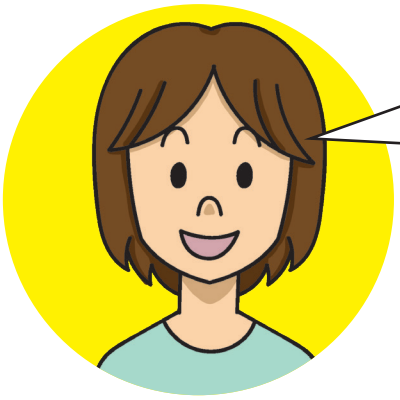
☐ **Refresh,**
let's go over it again

☐ **Yes,**
let's go to the next page

Applying for a job

If you find a job that matches what you're looking, you can apply for it by clicking the **Easy Apply** button.





When you use **Easy Apply**, you'll be asked a few questions that the company has created. Then, LinkedIn will share your profile with them.

For example, you might get asked to write a little bit about why you're interested in the position.

Every application is different, so remember to read all the instructions carefully.

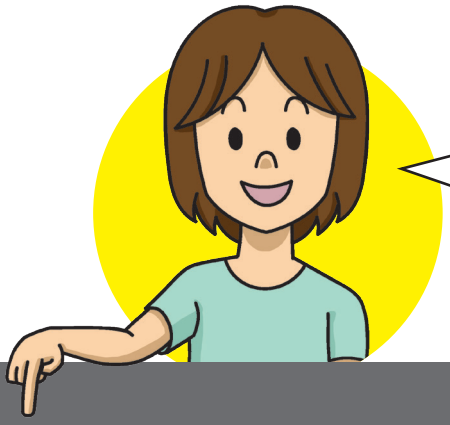
Not all companies use Easy Apply. Instead, you'll see an Apply button that opens up the company's website. That website will include instructions on how to apply, such as emailing a cover letter and resume to them.

Review

Did everything make sense?

Is there anything you want to try again?

Now let's see what you've learned



Do you think you can do these things by yourself?

Can you...	Yes	Not Yet
Open the internet and go to **www.linkedin.com?**	☐	☐
Sign-in to LinkedIn using your email or Gmail account?	☐	☐
Make changes to your LinkedIn profile?	☐	☐
Add people to your LinkedIn network?	☐	☐
Follow a company on LinkedIn?	☐	☐
Search for a job on LinkedIn?	☐	☐
Apply for a job on LinkedIn?	☐	☐

What do you want to do next?

☐ **Refresh,**
let's go over this lesson again

☐ **I understand it all,**
let's go to the next lesson