

**LinkedIn Assignment**

LinkedIn is the largest professional online networking site in the world with “97% of all HR and staffing professionals use LinkedIn in their recruiting efforts.” - [LinkedIn: Revolutionizing the World of Recruiting](http://www.masters-in-human-resources.org/recruiting/)

Creating a LinkedIn account early in your academic career “will help support your job hunting efforts today and in the future.” - [Miriam Salpeter, 2011](http://money.usnews.com/money/blogs/outside-voices-careers/2011/05/11/why-college-students-should-join-linkedin)

**Steps:**

1. Download the LinkedIn [Profile Checklist: College Students](https://university.linkedin.com/content/dam/university/global/en_US/site/pdf/LinkedIn%20Profile%20Checklist%20-%20College%20Students.pdf) document.
2. Review the “[5 Tips for Picking the Right LinkedIn Profile Picture](http://talent.linkedin.com/blog/index.php/2014/12/5-tips-for-picking-the-right-linkedin-profile-picture)” article.
3. Pick out a professionally appropriate outfit to take your picture. If you need help with taking a picture, you can visit the Career Center during [Drop-In Career Counseling](http://www.csuci.edu/careerdevelopment/services/counseling/) to have your picture taken.
4. Visit the Career Center during Drop-In Career Counseling to have your Linkedin Profile reviewed. Feel free to take your LinkedIn picture and have your profile reviewed on the same visit.

**FAQ**

1. **Can Career Development Services staff answer questions I have about my class assignment?**

Career Development Career Center staff is trained and knowledgeable about LinkedIn, however assignment requirements are designated by your faculty or staff. We don’t have the ability to confirm the assignment requirements.

1. **I can’t visit the Career Center during Drop-In Career Counseling, can I make an appointment?**

Students who are unable to make it during Drop-In Career Counseling can visit the Career Center in Bell Tower 1548 or call 805-437-3270 to schedule an appointment. Please plan in advance for appointment requests, as the average appointment requires approximately 3-5 business days.

**LinkedIn Profile Checklist:**

* Photo
* Headline
* Summary
* Experience
* Organizations
* Education
* Skills & Expertise
* LinkedIn Groups
* Alumni Tool
* Jobs

**Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Professor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Due Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LinkedIn Profile Reviewed by**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_

**(PRINT NAME) (STAMP/SIGNATURE)**

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1 University Drive, Bell Tower 1548 • Camarillo, CA 93012

Monday-Friday 9:00 am – 5:00 pm • (805)-437-3270 [career.services@csuci.edu](mailto:career.services@csuci.edu)