



## Guide: 3 Tips to Use LinkedIn to Get Hired Faster

Use these additional tips in complement with the other Guides & Templates found in this module, to create the greatest chance of getting noticed and getting hired!

### Tip 1 –

#### Connect with Companies:

If you have applied to a job at a company, you should also follow that company

I would recommend connecting with companies even if you are currently applying for a job with them. This can help you be the first to know about new roles. It can also help you get a better sense of hiring trends in the space.

### Tip 2 –

#### Open to Work:

Switch your LinkedIn profile to “Open to” by locating the blue “Open to” button under your profile picture & headline and selecting “Open to Work” from the drop-down menu.

From there, you will have the opportunity to “Edit Job Preferences.”

What preferences should you update?

Job titles –

You can add up to 5 specific job titles, but you do not need to add 5. I suggest thinking about alternates for the type of job you want.

For example, if you want a Sales Manager job, in addition to adding “Sales Manager” also add “Manager, Sales” “Business Development Manager” “Manager, Business Development Manager, etc.

Job locations –

Enter your primary job location.

There is also a check box for “I’m Open to Remote Work.” I highly recommend you check that box. Even if you’d prefer in-person or local work, we are seeing a trend for sales jobs to be remote and you want to make sure you are not excluding those opportunities from consideration.

Start date –

You will see two options (below). Recruiters often share that they are turned off by passive candidates. Based on their feedback, I suggest you select “Immediately, I’m actively applying”

- Immediately, I’m actively applying
- Flexible, I’m casually browsing

Job types –

Whichever type you are applying for, the most common being “Full-time.”

### **EXTREMELY IMPORTANT –**

BEFORE you hit save, make sure to choose who can see this update.

There are two options – I highly recommend that you select Option 2 which is Recruiters only.

Selecting “Recruiters only” ensures that the “Open to Work” update is not shared to your broader network and that your current employer is not alerted.

Even if you are not currently employed, I still recommend that you select “Recruiters only” for two reasons:

1. Recruiters share that “Open to Work” can be a turn off. It makes candidates appears desperate and overly available. You want to be in demand!

2. The “Open to Work” banner on your photo frame may inspire a false sense of action. Adding an “Open to Work” banner is not going to get you a job. Use the other Guides & Templates in this module to actively search out the right opportunities for you!

## Choose who sees you’re open



- **All LinkedIn members**  
This also includes recruiters and people at your current company  
**Adds the #OpenToWork photo frame.**
- **Recruiters only**  
People using LinkedIn Recruiter  
**We take steps to not show recruiters at your current company, though can't guarantee complete privacy.**

[Learn more about your privacy](#)

Tip 3 –

Job Alerts:

Head to: <https://www.linkedin.com/jobs/>

In the upper left-hand corner, select on “Job Alerts.”

Turn the button of received “Job Recommendations” ON.

In this same portion of the website, you can also “Search for Jobs” and set up specific alerts.

Unless you are in full-time job search mode, these alerts can become a bit of white noise so be thoughtful about which job alerts you set up.

“Job recommendations” work well because they show up on your LinkedIn notifications. Of course, you do need to make sure you are visiting LinkedIn daily to view your notifications.

## Job recommendations

**We'll suggest jobs for you based on your profile, job preferences, and activity on LinkedIn.**

- Based on your job alerts, activity, and profile. [Learn more.](#)