

# THE STEALTH JOB SEARCH

## LINKEDIN TIPS

Looking for a job while working full-time is a difficult task. On top of the time commitment, you need to be cautious about networking efforts. Follow these LinkedIn Tips to keep your job search private from your current employer.

### TURN OFF ACTIVITY BROADCASTS

- If you are making multiple changes to your profile, turn off the activity broadcast setting. This means people will not be alerted when you edit your profile, make recommendations, or follow companies.
- How do I do it?
  - Click on **your Profile Picture** and select **Settings & Privacy**
  - Once in the settings, select **Privacy** in the top middle of the page
  - Scroll halfway down the page to the section **How others see your LinkedIn activity** and click into **Share job changes, education changes, and work anniversaries from profile** and select **No**.

### SELECT WHAT OTHERS SEE WHEN YOU'VE VIEWED THEIR PROFILE

- People can see your photo, name, and headline once you view their profile. You can change this setting so that you are completely anonymous, but then you won't be able to see information for those who have viewed your profile. LinkedIn is a two-way street focused on connecting people, so take this into consideration.
- How do I do it?
  - Click **Me** and select **Settings & Privacy**
  - Once in the settings, select **Privacy** in the top middle of the page
  - Choose **How others see your LinkedIn activity** and select **Profile viewing options**.
  - In this section, you will be able to select how you'd like to appear to other LinkedIn members, when you've viewed their profile. Options are the following:
    - Your name and headline
    - Private profile characteristics
    - Anonymous LinkedIn Member

### ADD SKILLS TO YOUR HEADLINE

- After your job title, add some responsibilities and transferable skills you use in your current job.
- Example: "Marketing Manager, XYZ Corp | Social Media | Product Development"

### USE THE SUMMARY TO YOUR ADVANTAGE

- Share information about your current role and general work experience. Then, mention what you like most about your work, highlighting transferable skills. This signals to recruiters what skills you have, what you're passionate about, and what you have to offer. Lastly, put a general call to action like "I'm always interested in new connections."

## POST STATUS UPDATES TO SHOW YOU ARE A THOUGHT LEADER IN YOUR INDUSTRY

- If you are a career switcher, focus on general topics like leadership, communication, etc.

## CHOOSE WHICH GROUPS ARE VISIBLE ON YOUR PROFILE

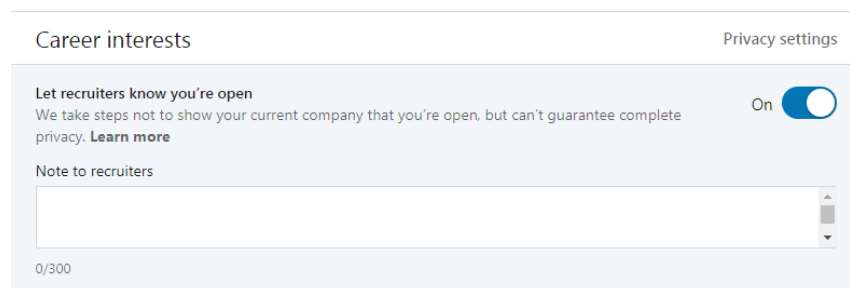
- Click on the **Home** page and click on your **Groups** (located on the left-hand side of your webpage). All of the groups you are a member of will be visible here.
- If you'd like to change a group's visibility on your profile, you'll need to click on the three horizontal dots located next to that particular group's name and select **Update your settings**.
- From here, you will select "No" if you would not want a group to be visible on your profile.
- In this section, you also have the option to select "Yes" or "No" to whether group members in your extended network can message you.
- Tip: If you want to get involved in a group discussion but don't want the entire group to see, you have the option to **Reply privately**

## USE A PERSONAL EMAIL ADDRESS TO SET-UP YOUR LINKEDIN ACCOUNT, NOT YOUR COMPANY EMAIL

- All job search activity on LinkedIn (including job views, searches and applications) is private and is not shared with your connections.

## SET YOUR JOB SEARCH PREFERENCES – INCLUDING INDICATING THAT YOU ARE AN "INTERESTED CANDIDATE"

- Update your job search preferences to receive updates about jobs that fit your search criteria. There is also a new feature that lets recruiters know that you are thinking of making a career move but it does not alert recruiters at your current organization.
- How do I do it?
  - Select Jobs tab the banner at the top
  - Within the Jobs tab, select **Career interests**
  - Update any job search criteria (location, title, and industry)
  - Turn on **Let recruiters know you're open** to indicate that you are an interested candidate



The screenshot shows the LinkedIn 'Career interests' settings page. At the top right, there is a 'Privacy settings' link. The main section is titled 'Let recruiters know you're open' and includes a toggle switch that is currently turned 'On'. Below this, there is a note to recruiters and a text input field for a message, with a character count of 0/300.

Career interests Privacy settings

**Let recruiters know you're open** On

We take steps not to show your current company that you're open, but can't guarantee complete privacy. [Learn more](#)

Note to recruiters

0/300