

## for Human Resources (HR) Professionals Sue Ellson BBus MIML MPC CDAA ASA WV SPN

Educator, Practitioner, Author 9 February 2022

<u>sueellson@sueellson.com</u> <u>https://www.linkedin.com/in/sueellson</u>

## Welcome

✓ top 10 techniques for Human Resource Professionals

✓ top 10 ways to use LinkedIn for Human Resource purposes

✓ top 10 ways to manage your LinkedIn activity in 20 minutes per week



# Special Gift – Free Downloads



✓ download Sue Ellson's first four books at <u>https://www.researchgate.net/profile/Sue-Ellson</u>

✓ paid books at <u>https://120ways.com</u>

# Follow / Subscribe to Sue Ellson Online



- ✓ LinkedIn Profile <u>https://www.linkedin.com/in/sueellson</u> (21,281 Connections, 22,970 Followers)
- ✓ LinkedIn Page <u>https://www.linkedin.com/company/sue-ellson</u> (469 Followers)
- ✓ Facebook <u>https://www.facebook.com/sueellson2</u> (135 Followers)
- ✓ Twitter <u>https://twitter.com/sueellson</u> (390 Followers)
- ✓ Instagram <u>https://www.instagram.com/sueellson</u> (mostly poems) (296 Followers)
- ✓ YouTube <u>https://www.youtube.com/channel/UCOhckRXATKRvbqU6GNbys8A</u> (55 Subscribers)
- ✓ Sue Ellson Shares LinkedIn Newsletter (4,123 Subscribers) <u>https://www.linkedin.com/newsletters/sue-ellson-shares-6869552819440099328</u>
- ✓ Sue Ellson Email Newsletter (1,321 Subscribers) http://eepurl.com/hjxQkP



# Fast Facts – more at sueellson.com

Sue Ellson is a member of ...













Sue Ellson is the Founder of ...



https://sueellson.com AHRI Member 2006 - 2021



# Housekeeping

✓ acknowledge traditional owners of land where we are based and this event welcomes people of all backgrounds

- ✓ disclaimer: this is all information sharing not professional advice for your personal circumstances
- ✓ slides and video recording link will be emailed to all LinkedIn registered guests
- ✓ you can leave your video camera off and microphone on mute (less bandwith)
- $\checkmark$  assume varied level of knowledge and experience and can read
- ✓ please add any questions you have in the Chat
- ✓ learn more about me at <u>https://sueellson.com</u>
- ✓ see my list of past clients at <u>https://sueellson.com/clients</u>
- ✓ will be asking you what has been most helpful to you at the end (feedback for me)
- $\checkmark$  will be recommending that you find a way to say 'thank you'

# Special Offer – \$50 saving

 $\checkmark$  Book a personal appointment with Sue Ellson

- ✓ 30 minutes \$99 = \$49
- ✓ 60 minutes \$200 = \$150
- ✓ 120 minutes \$400 = \$350

Up to three people – Code **Apple 5** 

Receive \$50 saving if booked before 14 February 2022

Service examples <a href="https://sueellson.com/services">https://sueellson.com/services</a> - book via email <a href="sueellson@sueellson.com">sueellson@sueellson.com</a>



## Why even bother with LinkedIn?



# Why bother with LinkedIn?

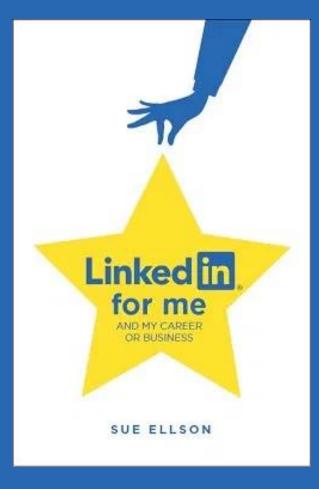
✓ You will be Googled – by other colleagues, friends, HR peers in the industry, current, future and past employees, recruiters, stalkers, competitors, disgruntled family members, your neighbours, people at parties etc etc etc – LinkedIn is highly optimised for your name

✓ Do you have your own website? Yourname.com? Top talent across the world do so you may like to think about this option – but in the meantime, go with LinkedIn and/or Google My Business <u>https://business.google.com</u> (free website)

✓ Over 12 million people in Australia are on LinkedIn – not having a Google presence is a liability and you can share your story in your own way before someone else does. It can be a risk mitigation strategy. The number of people using LinkedIn in Australia is increasing year on year

✓ No job or enterprise is forever, you NEED a network to maintain an income – many former human resources professionals migrate to different HR specialties or move into their own enterprise or leadership positions, particularly women...

## Top 10 techniques for Human Resources (HR) Professionals – see how many you are already doing!



1. Custom URL – optimises your name in Google Search Results and can be added to your email signature, website, business card etc <u>https://www.linkedin.com/public-profile/settings</u>

Edit your custom URL
 Personalize the URL for your profile.
 www.linkedin.com/in/sueellson

2. Showcase your Professional Membership – you can use your Post Nominals after your Name in the About Section, add in details in the Licenses and Certifications Section and the Organization Section if you are a member of a Professional Association <u>https://sueellson.com/blog/how-to-showcase-your-professional-membership-on-linkedin</u> - in my case, also Website Link, Honors and Awards and Volunteering Experience

About	0	← Licenses & certifications	+
Sue Ellson BBus MIML MPC CDAA ASA WV SPN sueellson@sueellson.com +61 402 243 271 https://sueellson.com/services https://sueellson.com/clients. I believe that when we can all communicate with another, we can create world peace. I also believe that it is our network that creates our life. LinkedIn is my fav social media platform. I am based in Canterbury, Melbourne, Victoria, Australia.		Professional Member - Australian Human Resources Institute (AHRI) Australian HR Institute (AHRI) Issued Dec 2005 · Expired Dec 2021 Credential ID 143184	0
Organizations +	0		

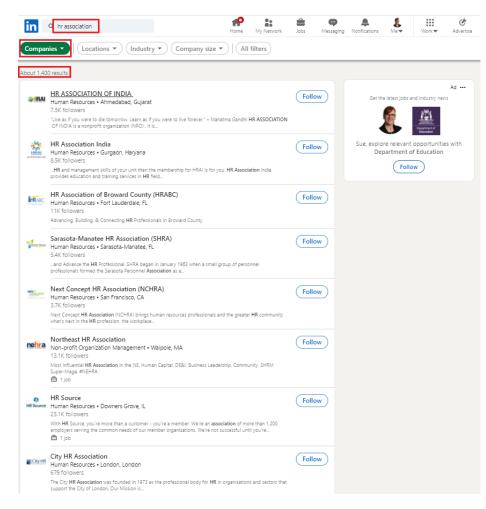
https://writersvictoria.org.au Previously known as Victorian Writers' Centre and a Member from 2005 - 2010.

Writers Victoria

Member · Aug 2018 - Present

3. Follow Professional Associations – you can Follow their Company Pages (even if you are not a member)
AHRI https://www.linkedin.com/company/ahri
AHRI Magazine https://www.linkedin.com/in/hrmonline
HRD Australia https://www.linkedin.com/showcase/hrdaustralia
SHRM https://www.linkedin.com/company/shrm
CIPD https://www.linkedin.com/company/cipd
HR Magazine UK https://www.linkedin.com/company/hr-magazineuk
HR Asia https://www.linkedin.com/company/hrasia

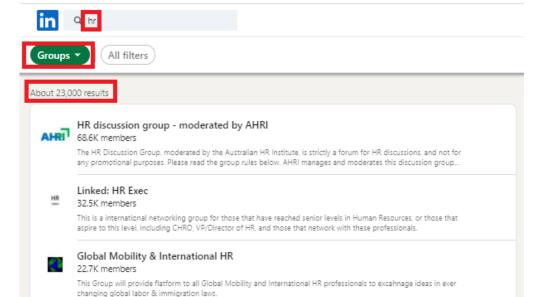
Any others? Please add to chat!

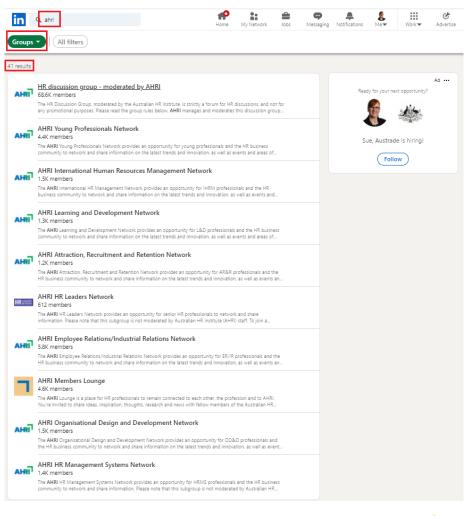


**4. Join Professional Association Groups** – you may be able to join their LinkedIn Groups (even if you are not a member)

AHRI Discussion Group https://www.linkedin.com/groups/79353

AHRI Members Lounge https://www.linkedin.com/groups/13848256





**5. Connect with your Specialties** – this can include specific areas of HR (e.g. Recruitment and Selection) and either Companies, Groups or Individuals as well as other affiliated associations related to your leadership aspirations

#### RCSA

https://www.linkedin.com/company/rcsa-australia-and-new-zealand

Institute of Managers and Leaders https://www.linkedin.com/company/instituteofmanagersandleaders

AICD <u>https://www.linkedin.com/school/australianinstituteofcompanydirectors</u>

LinkedIn Influencers https://www.linkedin.com/help/linkedin/answer/a516942

# Image: Help LinkedIn Help How can we help? LinkedIn Influencers Last updated: 2 months ago

LinkedIn Influencers are selected by invitation only and comprise a global collective of 500+ of the world's foremost thinkers, leaders, and innovators. As leaders in their industries and geographies, they discuss newsy and trending topics such as the future of higher education, the workplace culture at Amazon, the plunge in oil prices, and the missteps of policymakers.

Our list of Influencers includes Richard Branson, Bill Gates, Arianna Huffington, and Mary Barra. A team of editors works with Influencers to create content in the form of articles and posts that we believe make our members more informed professionals and spark thoughtful conversations. We invite all members to join the conversation and share their own perspectives via comments, **updates**, and **articles**.

Note: The list of Influencers changes throughout the year. We regularly evaluate existing Influencers to include only the most engaged, prolific, and thoughtful contributors and to ensure that their expertise matches our members' interests. We're not accepting Influencer applications, but you can still **share content** on LinkedIn.

#### 6. Subscribe to LinkedIn Newsletters

find people worth seeing in your notifications
 <u>https://www.linkedin.com/directory</u>
 <u>/newsletters</u>

#### Linked in

#### Newsletters Directory

#### Featured

Breaking the Jargons Dicas sobre o mundo de RH Meta Musings Social Networks Astuces What I Learned This Week ییشه ور "HOW TO END 2021 STRONG" "Ryan is Curious" Headlines #ADMP INCUBATOR NEWSLETTER #CareerVelocity #DCDWeekupdate #Elevate #InsightsTransformadores #LinkedInSimplified with Sarah #MartesCoach de Oscar Schmitz #OptimizelT #ReddePeriodistas [Newsletter] #ShowMeTheHoney #TBDconf #TheShift #WorkBold Podcast #agnesescappinipsicologa #dinpersonligainstruktionsbok #lavorogiusto #thePOZpulse \*\*\* Tudo Bem Escrito \*\*\* 0.00KM 10 Day Safari with Prea Africa 101 Clues to a Happy Life 1idea 2022 China Highlight forecast 2K30

Carta do Especialista! LinkedIn with Leo New Business Fuel TRUTH WITH GRACE its time to change accountant "Calidad de Servicio" "Marketing im Snackformat" "The Channel Minute" Blog #ActionConquersFear #ClimateAction Voices #DessinàDessein #Food #InspironsNous #LongevityEconomy #Monday8am #PCLive | #PCTalks Musings #RegTech BlackBook-Newsletter #SocialSellingForum #Insiders #TanaSpeaks #TransVision On Demand #WorkLifeBalanceBySabir #capital #invest #asset #goatmatters #nosoyotrosalmon #wowresult power bi и бизнес \*Neues Gesundheitsverständnis\* 1 Patient, 1 Record, 4 Belgium 10 livros 101 PM Lessons 2 by 22: Landing your dream job after college 2022 Marketing Web & Branding 3 Para Triunfar

Deneyimler Marketing Alpha SOCIAL WORKERS CONNECTED The Business Brief test newsletter 12/15 "Coup de pouce" "NO NEUTRAL" #5Novembre16h47 #ActualNews #CoffeeBuddies Community News #Digital #Education News #HISTORYTELLING #LearningChangemakers #MariosBaileyNewsletter #MyFridayStory #RealTalk with Women at Work #RockstarsDeLaPalabra 🗑 🕁 🖉 #StartupTicker #Thel inkedInGuru Gazette #Werkstolz-News & Inspiration #YoEnDigital #chansadvice #laSveglia

#phdhardtalk

(un)masked

1% every day 100X News & Views

120 months

20 years of Learnings

2022 Solar Market Trends

3 Pillars For Lawyers Success

/digitally



7. Share your own story include your skills, talk about your achievements, showcase your work – remember you are a HR professional and a brand if you want aligned gigs in the future. Roughly equal number of Recommendations both Given and Received.

https://www.linkedin.com/pulse/linkedi n-women-sue-ellson

https://www.linkedin.com/pulse/linkedi n-headline-formula-label-keywordsinterest-sue-ellson

https://www.linkedin.com/pulse/howwrite-add-achievements-your-linkedinprofile-sue-ellson

LinkedIn · 99+		
Endorsed by Perry van Beek CHPC and 5 others who are highly skilled at this		
K Endorsed by 2 colleagues at Box Hill Institute		
LinkedIn Training · 99+		
Endorsed by 3 colleagues at Box Hill Institute		
Writing · 91		
Endorsed by 2 colleagues at NetExpat		
See all 50 skills		
Recommendations +	-	0
Received Given		

8. Adjust any relevant settings – turn off 'People also viewed' and Autoplay Videos. Selectively show your visibility – there is no need to Delete your LinkedIn Profile. You may decide to turn on Creator Mode if you want to add Content to LinkedIn and change from 'Connect' to 'Follow' button on your LinkedIn Profile

https://www.linkedin.com/psettings/browse-map https://www.linkedin.com/psettings/videos https://www.linkedin.com/psettings/profile-visibility https://www.linkedin.com/public-profile/settings https://sueellson.com/blog/linkedin-for-creators-

at-linkedin-local-wayne-new-jersey

#### Visibility of your profile & network

Make your profile and contact info only visible to those you choose

Profile viewing options Choose whether you're visible or viewing in private mode	Close Full profile
Select what others see when you've viewed their profile	
Your name and headline	
Sue Ellson	

Independent LinkedIn Specialist - Trainer, Author, Career Development Practitioner, Gigster, Business, Social Media Marketing Consultant, Network Founder, Writer, Poet, Dancer 🚆 Greater Melbourne Area | Management Consulting

#### Private profile characteristics



Founder in the Publishing industry from Greater Melbourne Area

#### Private mode



Anonymous LinkedIn Member

## Top 10 techniques for Journalists & Media Professionals

## **9. Keep an eye on your Statistics** – and download your data at least every six months <a href="https://www.linkedin.com/psettings/member-data">https://www.linkedin.com/psettings/member-data</a>

60+ min, 500+ in time

Number of Followers (max unlimited) \_\_\_\_\_\_ https://www.linkedin.com/feed/followers More than Connections – if significantly more, shows thought leadership

Number you are Following (max unlimited) \_\_\_\_\_\_ https://www.linkedin.com/feed/followers More than Connections – if significantly more, shows you are interested in certain topics

Profile Views per 90 days \_\_\_\_\_ (Reverse stalk) https://www.linkedin.com/me/profile-views 100+ per 90 days

Search Results for 7 days \_\_\_\_\_\_ https://www.linkedin.com/me/search-appearances 50+ per 7 days

All Star Profile (Yes or No) \_\_\_\_\_ (complete as many profile sections as possible) Your own profile page i.e. <u>https://www.linkedin.com/in/sueellson</u> Yes

#### Number of Featured Skills and Endorsements (max 50) https://www.linkedin.com/in/YOURURL

Top 3 20+ votes

Skill 1 \_\_\_\_\_ Votes \_\_\_\_

Skill 2 \_\_\_\_\_ Votes \_\_\_\_

Skill 3 \_\_\_\_\_ Votes \_\_\_\_

Number of Recommendations (Given & Received) https://www.linkedin.com/in/YOURURL 6+ Received 6+ Given Received \_\_\_ Given \_\_\_

#### **Number of Posts**

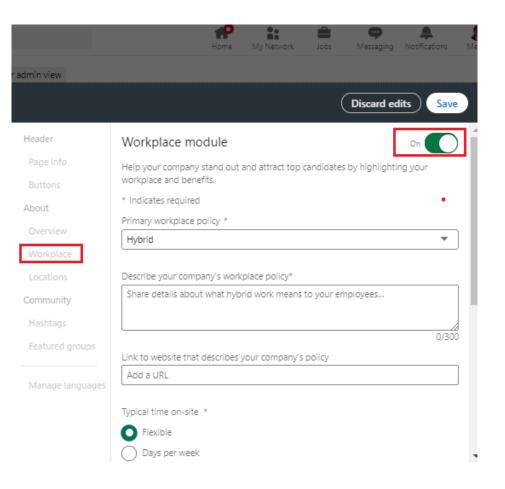
https://www.linkedin.com/in/YOURURL/detail/recent-activity/shares Recommend one per week or at least, one per month

#### **Number of Articles**

https://www.linkedin.com/in/YOURURL/detail/recent-activity/posts Recommend one per month or at least, three per year

**10. Ensure the Company Page is up to date** – you need to have at least three administrators for the LinkedIn Company Page, turn on the Workplace Module and ensure that the company social media policy incorporates instructions on how employees can use LinkedIn (onboarding, during employment, offboarding).

There may also be a Careers Page function turned on (this costs extra) and/or your company may decide to host an Alumni Group for former employees.





 Increase your Engagement Ratio – it is about you 'listening' as well as 'speaking' so be a 'Personal Encourager' and increase it to 12 engagements and one post – people like it when you like their stuff! Even better if you Comment as well. Great if you can respond to all @Mentions, your Employer Content and also helps the LinkedIn algorithm understand what you like



ightarrow Share

💙 Send

2. Provide information for social media posts – what HR information can be shared publicly – do you keep the Communications, Marketing and Recruiting staff informed and provide quality photos and copy? Can you share some behind the scenes stories? <u>https://www.linkedin.com/pulse/content-engagement-</u> curation-creation-strategies-busy-people-ellson Sue Ellson (She/Her) Independent LinkedIn Specialist - Trainer, Author, Career Development Practi...

HOW TO CHOOSE YOUR NEXT JOB OR CAREER // Well folks, it is that time of the year when you might start thinking about what you want to do in the future. Here is a picture of me from the 1980's as a Senior Customer Service Officer ...see more



2,720 views of your post in the feed

3. Incorporate latest LinkedIn features into your LinkedIn Strategy – Company Page Settings, use relevant emojis (but not too many), use @mentions, #hashtags, add your video to YouTube, wait, edit the transcript and upload the .srt file so that you can have Captions on your video content, consider saving PowerPoint Presentations to PDF and upload a document (provides a slide show), consider creating an Event https://www.linkedin.com/pulse/linkedin -events-facts-strategy-sue-ellson



Sue Ellson (She/Her) Independent LinkedIn Specialist - Trainer, Author, Career Development Practi... 2w • 🕲

LINKEDIN FOR FEMALE ENTREPRENEURS // Fueled by Growth based in The Hague interviewed me for this piece https://Inkd.in/g3BbEKwB The Key Ingredients include:

- ✓ Be friendly and professional
- ✓ Build a relationship first
- 🖌 Complete your profile
- ✓ Try new features
- 🖋 Create a company page
- Consider new #keywords
- 🖌 Increase your activity and engagement
- Check the statistics
- 🖋 Customize your LinkedIn URL

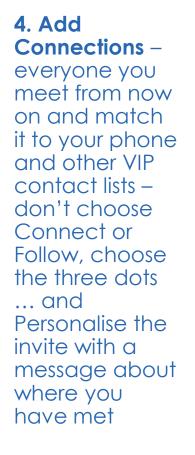
#linkedin #entrepreneurs #femaleentrepreneurs #femalefounder #fueledbygrowth

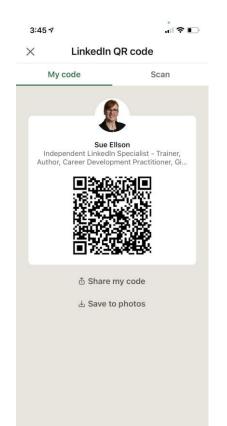


9 tips to grow your LinkedIn audience as a female entrepreneur magazine.fueledbygrowth.com • 4 min read

CO Peter Buckingham and 15 others

...





5. Update your Profile yearly – a lot can change in a year – remember to look at every section of your Profile and every setting as things do change and keep on top of your statistics too! Remember to include your Professional Memberships in 'Licenses and certifications' and 'Organizations'!

You can list some Positions in either 'Experience' or 'Voluntary Experience' depending on your Personal Objectives. If you download a Copy of you Data, you can see Inferences LinkedIn has about you. Being Connected helps you to be found in searches.

#### Analytics

Private to you

#### 1,474 profile views

Discover who's viewed your profile. 2,695 post views Check out who's engaging with your posts.

## See how often you appear in search results.



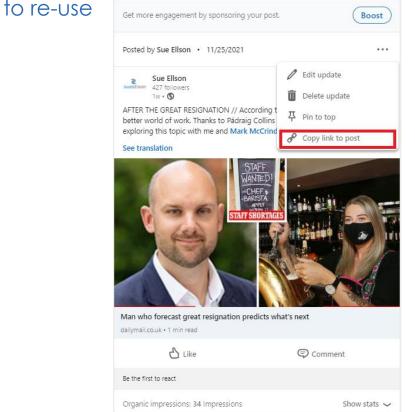
6. Employees – ensure you support your Employer (choose from the drop down box) and connect with your fellow Employees and have your own policy on who you will connect with on LinkedIn <u>https://www.linkedin.com/pulse/20-ways-your-employees-can-support-businesslinkedin-why-sue-ellson</u>

Add experience	×	
English (Primary profile) French	A	
Notify network Turn on to notify your network. Job change updates can take up to 2 hours. Learn more Off		
Title*		
Ex: Retail Sales Manager		
Employment type		
Please select .		
Learn more about Employment types. Company name*	1	
Daily Mail		
Daily Mail Australia Company • Online Media	î.	
Daily Mail Company - Newspapers		
DailyMail.com Company • Publishing		
Daily Mail News Company • Online Media		
Hull Daily Mail   HullLive Company - Online Media		
Charleston Daily Mail Company • Newspapers		

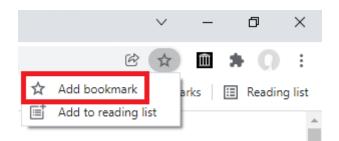
7. Abide by Social Media Policy – what Recommendations does your Employer have for your LinkedIn Profile? Recommend being professional rather than personal. Ensure you have permission to do 'Research' on LinkedIn



#### 8. Keep a record of all Posts and Articles – so that you can re-find or re-use after 12 months – date, title, content, link in a spreadsheet (risk management) – may wish



#### 9. Bookmark Individual Profiles or Company Pages in your internet browser – so that you can diary to keep an eye on what is being shared on social media by people in your radar/specialty – and decide how you will engage (Reactions, Comments, Shares). The algorithm monitors your behaviour – more alike engagement can equal more likes!



## 10. Remember that Consistency is Key and abide by the LinkedIn User Agreement

Maintain a good quality regular and varied Posting Schedule (use social media management tools in need), provide continuous engagement (responding to all Comments where you are @mentioned if realistic), be on top of the latest features and make use of them.

Cannot automate (people or tech) but can systemise.

Remember that you need to set the standard!

Hiring and jobs is a different topic – will just make a few comments – please respond to all applicants if you can – it is great PR.

https://www.linkedin.com/legal/user-agreement

https://www.linkedin.com/legal/user-agreement

#### Linked in

User Agreement Privacy Policy Cookie Policy Copyright Policy California Privacy Disclosure

#### **User Agreement**

#### Effective on August 11, 2020

Our mission is to connect the world's professionals to allow them to be more productive and successful. Our services are designed to promote economic opportunity for our members by enabling you and millions of other professionals to meet, exchange ideas, learn, and find opportunities or employees, work, and make decisions in a network of trusted relationships.



## Top 10 ways to manage your LinkedIn activity in 20 minutes per week



# Top 10 ways to manage your LinkedIn activity in 20 minutes per week

- 1. Logon and engage with the Newsfeed - 8 minutes
- 2. Review your Notifications – 2 minutes
- 3. Review your Network Connection requests, Event Invitations – 2 minutes
- 4. Visit and Engage with the Bookmarked Profiles and Pages in your internet browser 2 minutes
- Edit or update your own Profile or Settings

   1 minute
- Post an item in the Newsfeed (curated or created) – 2 minutes
- Reflect on your statistics, activity and results and make plans for next week

   3 minutes





## **Bonus - Maintenance**

#### Monthly

- 1. Complete any LinkedIn Profile Updates including adding new roles, all email addresses (never remove any just change primary email), new connections
- 2. Save a copy of your LinkedIn Profile to PDF (via the More button) if you have made any changes

#### Six Monthly

- 1. Request a copy of your data and save it <u>https://www.linkedin.com/psettings/member-data</u>
- 2. Review all of your backend settings (some new ones may have appeared) and all menu options
- 3. Double check any of your LinkedIn Strategies and see if you have forgotten to add Connections, follow up, set up regular processes, adjust to changed conditions etc
- Consider completing some additional professional development activity related to your online presence (not just LinkedIn) or have your own strategy reviewed by a LinkedIn Specialist



## Where to from here?



# **Upcoming Events**

Free LinkedIn Insight Online Webinars and Recordings https://sueellson.com/presentations/free-linkedin-insight-online-webinars-and-recordings

LinkedIn for Education Professionals on Wednesday 9 March 2022 at 12pm Melbourne Time <a href="https://www.linkedin.com/events/linkedinforeducationprofessiona6897033538504400896">https://www.linkedin.com/events/linkedinforeducationprofessiona6897033538504400896</a>

https://linkedininsights6.eventbrite.com.au

Presentations by Sue Ellson in 2022 https://sueellson.com/presentations/presentations-2022

Previous HR Presentation (with slides)

https://sueellson.com/presentations/presentations-2015/150512-australian-human-resources-institutelinkedin-for-ahri-leaders

# Special Gift – Free Downloads



✓ download Sue Ellson's first four books at <u>https://www.researchgate.net/profile/Sue-Ellson</u>

✓ paid books at <u>https://120ways.com</u>

# Follow / Subscribe to Sue Ellson Online



- ✓ LinkedIn Profile <u>https://www.linkedin.com/in/sueellson</u> (21,281 Connections, 22,970 Followers)
- ✓ LinkedIn Page <u>https://www.linkedin.com/company/sue-ellson</u> (469 Followers)
- ✓ Facebook <u>https://www.facebook.com/sueellson2</u> (135 Followers)
- ✓ Twitter <u>https://twitter.com/sueellson</u> (390 Followers)
- ✓ Instagram <u>https://www.instagram.com/sueellson</u> (mostly poems) (296 Followers)
- ✓ YouTube <u>https://www.youtube.com/channel/UCOhckRXATKRvbqU6GNbys8A</u> (55 Subscribers)
- ✓ Sue Ellson Shares LinkedIn Newsletter (4,123 Subscribers) <u>https://www.linkedin.com/newsletters/sue-ellson-shares-6869552819440099328</u>
- ✓ Sue Ellson Email Newsletter (1,321 Subscribers) http://eepurl.com/hjxQkP



# Special Offer – \$50 saving

 $\checkmark$  Book a personal appointment with Sue Ellson

- ✓ 30 minutes \$99 = \$49
- ✓ 60 minutes \$200 = \$150
- ✓ 120 minutes \$400 = \$350

Up to three people – Code **Apple 5** 

Receive \$50 saving if booked before 14 February 2022

Service examples <a href="https://sueellson.com/services">https://sueellson.com/services</a> - book via email <a href="sueellson@sueellson.com">sueellson@sueellson.com</a>



# Any questions? How to say thanks to Sue

✓ Goodreads Review if you read a free book https://www.goodreads.com/sueellson

× LinkedIn QR code

My code Scan



Sue Ellson Independent LinkedIn Specialist - Trainer, Author, Career Development Practitioner, Gi.



🖞 Share my code

🕹 Save to photos

- ✓ Google Review <a href="https://g.page/sue-ellson-author/review">https://g.page/sue-ellson-author/review</a>
- ✓ Online Review <a href="https://sueellson.com/reviews">https://sueellson.com/reviews</a>
- ✓ LinkedIn Recommendation <a href="https://www.linkedin.com/in/sueellson">https://www.linkedin.com/in/sueellson</a>

✓ LinkedIn Skills Endorsement <a href="https://www.linkedin.com/in/sueellson">https://www.linkedin.com/in/sueellson</a>





https://www.linkedin.com/pulse/sorry-we-dont-have-budget-sue-ellson-1c

