



**for Recruiters, Headhunters and Executive Search Professionals**

**Sue Ellson BBus MPC CDAA ASA WV SPN**

Independent LinkedIn Specialist, Author, Educator, Practitioner

8 February 2023

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

# Welcome

- ✓ top 10 techniques for Recruiters, Headhunters and Executive Search Professionals
- ✓ top 10 ways to use LinkedIn for Recruiters, Headhunters and Executive Search Professionals
- ✓ top 10 ways to manage your LinkedIn activity in 20 minutes per week

**(please have the LinkedIn App ready on your phone)**

Here to give you awesome value and proactive action items!

**LinkedIn Recruiter is a paid offering – can have general chat at the end**



# Special Gift – Free Downloads

✓ latest offer <https://sueellson.com/latest-offer>

Username and Password Spreadsheet (most popular)

LinkedIn Statistics and Backup Spreadsheet

Basic Social Media Statistics Spreadsheet

List of Publications Spreadsheet

Sample Resume Layout – Applicant Tracking System Friendly

✓ <https://sueellson.com/services-and-pricing>

✓ keep up to date by following me on social media



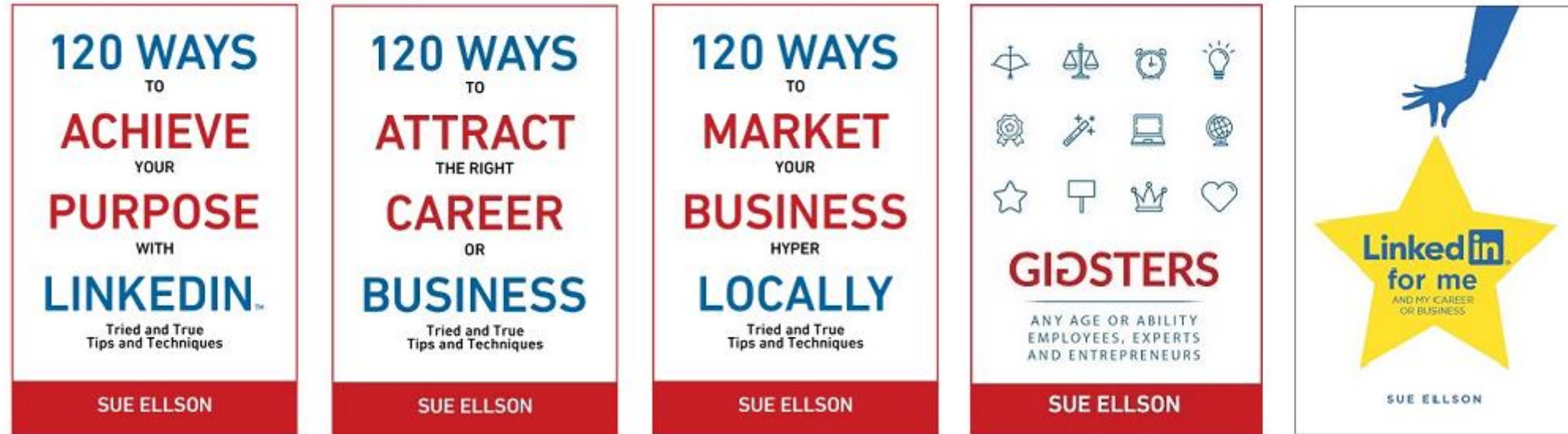
# Follow / Subscribe to Sue Elson Online



- ✓ LinkedIn Profile <https://www.linkedin.com/in/sueellson> (23,437 Connections, 26,340 Followers)
- ✓ YouTube <https://www.youtube.com/@sueellson> (147 Subscribers – goal is 1,000+)
- ✓ LinkedIn Page <https://www.linkedin.com/company/sue-ellson> (702 Followers)
- ✓ Facebook <https://www.facebook.com/sueellson2> (154 Followers)
- ✓ Twitter <https://twitter.com/sueellson> (412 Followers)
- ✓ Instagram <https://www.instagram.com/sueellson> (mostly poems) (359 Followers)
- ✓ TikTok <https://www.tiktok.com/@sueellson> (22 Followers)
- ✓ Sue Elson Shares LinkedIn Newsletter (4,875 Subscribers) <https://www.linkedin.com/newsletters/sue-ellson-shares-6869552819440099328>
- ✓ Sue Elson Sharing LinkedIn Newsletter (151 Subscribers) <https://www.linkedin.com/newsletters/7011478630589497344>
- ✓ Sue Elson Email Newsletter (1,991 Subscribers) <http://eepurl.com/hjxQkP>



# Author of five books



Latest – **LinkedIn for me and my career or business** – launched 23 January 2023

Give yourself a gold star ★ – update your LinkedIn Profile

<https://www.amazon.com/dp/B0BSP7X8PR>

Or <https://120wayspublishing.com>

# Fast Facts – more at [sueellson.com](https://sueellson.com)

Sue Ellson is a Member of



Sue Ellson is the Founder of



<https://sueellson.com/about> and <https://sueellson.com/services-and-pricing>

# Quick Points

- ✓ acknowledge traditional owners of land where we are all based
- ✓ this presentation is for people of all backgrounds and it is not professional advice for your personal circumstances
- ✓ slides and video recording link will be emailed to all guests who registered to attend
- ✓ you can leave your video camera off and microphone on mute (less bandwidth)
- ✓ assume varied level of knowledge and experience and can read. Information correct at time of publication
- ✓ please add any questions you have in the Chat
- ✓ learn more about me at <https://sueellson.com> and past clients at <https://sueellson.com/clients>
- ✓ will be asking you what has been most helpful to you at the end (feedback for me)
- ✓ will be recommending that you **find one way to say 'thank you'** – pro bono 10 hours work  
– Buy a book, Follow on Social Media, LinkedIn Endorsement or Recommendation, Google Review



# This Presentation

- ✓ for all genders, backgrounds, beliefs, locations
- ✓ for Recruiters, Headhunters and Executive Search Professionals and anyone who supports them
- ✓ suggestions and recommendations are based on my experience
- ✓ ethical and focused on networking, attraction and relationship building techniques
- ✓ best strategies for you, your candidates and clients
- ✓ best career strategy – be clear about what you want and secure relevant support (peer, mentor, professional)
- ✓ educational and informative
- ✓ assuming some of you will be in a recruitment specific setting, an enterprise, consulting privately or just interested





# Your Current Focus

Please choose one of the following and pop in the chat so I can tailor this presentation

## **Current Role**

A – Recruitment Agency

E – Enterprise

C – Consulting

O – Other

## **Location**

A – Australia

O – Overseas (can mention country if you wish)

You can ask questions at any time as I would really like to make this as relevant as possible for you!  
You can ask 'everyone' or 'just me' in the chat or contact me directly afterwards...



# Extra Resources

Other LinkedIn Insights Webinar Slides and Recordings

<https://sueellson.com/linkedin-insight-webinars-and-recordings>

Blog

<https://sueellson.com/blog>

Publications

<https://sueellson.com/publications>

Presentations

<https://sueellson.com/presentations>

Podcasts, Radio and Audio Programs

<https://sueellson.com/podcasts-audio-and-radio-programs>

Videos

<https://sueellson.com/videos>

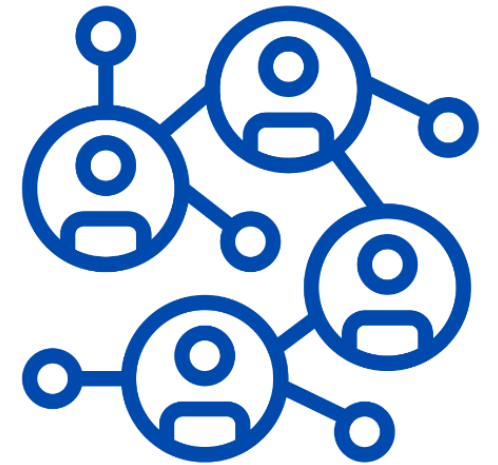
**Today's slides and recording will be at**

<https://sueellson.com/blog/linkedin-for-recruiters-headhunters-and-executive-search-professionals>



# Specific Tips

- ✓ set a good example for your candidates ★ update your LinkedIn Profile and LinkedIn Page
- ✓ connect with everyone you meet professionally and/or personally: remember your network = your net worth (all clients, candidates can become clients, applicants can refer and remember)
- ✓ abide by any specific requirements for your profession (e.g. Code of Conduct)  
[https://www.rcsa.com.au/Site/Our\\_Members/code-of-professional-conduct.aspx](https://www.rcsa.com.au/Site/Our_Members/code-of-professional-conduct.aspx)
- ✓ consider working close to home for yourself and your candidates  
<https://www.linkedin.com/pulse/working-close-home-sue-ellson/>
- ✓ LinkedIn is a database – it needs details – not included, can't be found
- ✓ LinkedIn is a network – ask for referrals but always follow up and **say thank you**
- ✓ remember that if you don't tell, you can't sell and you can't be verified
- ✓ prospective clients and candidates will Google you and LinkedIn is highly optimised
- ✓ consider connecting with others in your field locally and internationally and mention your international experience and/or other languages
- ✓ discuss your expertise in words other people can understand (not all technical) including relevant work experience



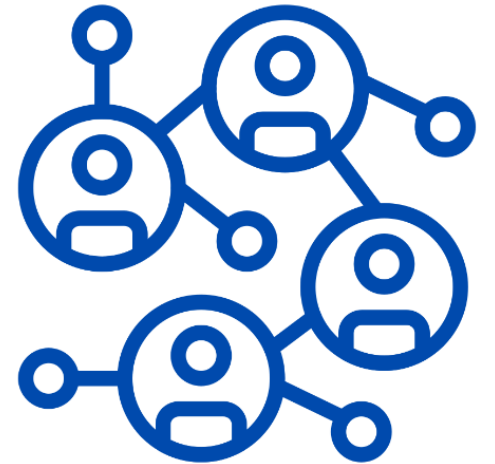
# Quick Stories

- ✓ free job ads
- ✓ networking for applicants
- ✓ acknowledging receipt of all applications and date of decision
- ✓ inviting all applicants to follow you on social media and/or connect
- ✓ thanking all applicants for their application
- ✓ you can't find applicants, can clients find you? 95% of LinkedIn Profiles not search optimised
- ✓ develop your recruitment skills

<https://www.linkedin.com/pulse/pay-job-candidates-interviews-say-what-sue-ellson>

<https://sueellson.com/blog/victorian-police-recruitment-strategies-on-3aw-693am-melbourne>

<https://www.coursera.org/lecture/attracting-and-sourcing-diverse-candidates/listen-candidate-experience-with-sue-ellson-part-1-jMRKY>



# Why even bother with LinkedIn?



# Why bother with LinkedIn?

- ✓ You will be Googled – by friends, family, colleagues, fellow students (past and present), peers in the industry, current, future and past employees, your neighbours, people at parties etc – LinkedIn is highly optimised for your name if you edit your Public URL – 75% will view you before an interview and 95% before a job offer
- ✓ Do you have your own website? Yourname.com? Yourbusiness.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 Business Profile <https://business.google.com> (free website) <https://www.linkedin.com/pulse/google-my-business-free-website-seo-strategies-sue-ellson>
- ✓ 881 million members worldwide and over 17 million people in Australia are on LinkedIn – not having a Google presence can be a liability. It allows you to 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 – 59% between 25-34 <https://www.statista.com/statistics/273505/global-linkedin-age-group>
- ✓ No job or enterprise is forever, you NEED a network to maintain an income and to build your experience portfolio, reputation, brand etc and to be kept up to date on what is happening in your areas of expertise and keep a record of what you've done

# Top 10 techniques for Recruiters, Headhunters and Executive Search Professionals

– see how many you are already doing!



# Top 10 techniques for Recruiters, Headhunters and Executive Search Professionals

## 1. Complete your LinkedIn Profile in detail

- Save your LinkedIn Profile details (PDF will do most) and Get a Copy of your Data before changing your Profile <https://www.linkedin.com/mypreferences/d/download-my-data>

- make sure your headline has all of your keywords – think about who you would like to find your profile <https://www.linkedin.com/pulse/linkedin-headline-formula-label-keywords-interest-sue-ellson>

- describe your Achievements (without sensitive personal information) <https://www.linkedin.com/pulse/how-write-add-achievements-your-linkedin-profile-sue-ellson>

- review your skills and put the most important ones in the top three selection even if you don't have as many endorsements

- complete as many sections as possible <https://www.linkedin.com/pulse/linkedin-profile-updates-cheat-sheet-sue-ellson>

- the key locations for your new career keywords are

1. Headline (can use the word 'Future' or 'Aspiring')
2. Current Job Title
3. Past Job Title
4. Throughout as many other sections as possible (including Education)

- ask for Recommendations (local if possible) and Endorsements

Open to


Add profile section

More





# Top 10 techniques for Recruiters, Headhunters and Executive Search Professionals

**2. Customise your LinkedIn URL** – optimises your name in Google Search Results and can be added to your email signature, your website, business website, resumé, CV, website etc <https://www.linkedin.com/public-profile/settings>

 Edit your custom URL

Personalize the URL for your profile.

[www.linkedin.com/in/sueellson](https://www.linkedin.com/in/sueellson) 

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

# Top 10 techniques for Recruiters, Headhunters and Executive Search Professionals

**3. Edit your headline and banner** – what ‘label’ do you want to be remembered for? Do you have multiple purposes? What do you want to be found for? What are your interests? 220 Characters

Banner - allow for face in middle on mobile devices

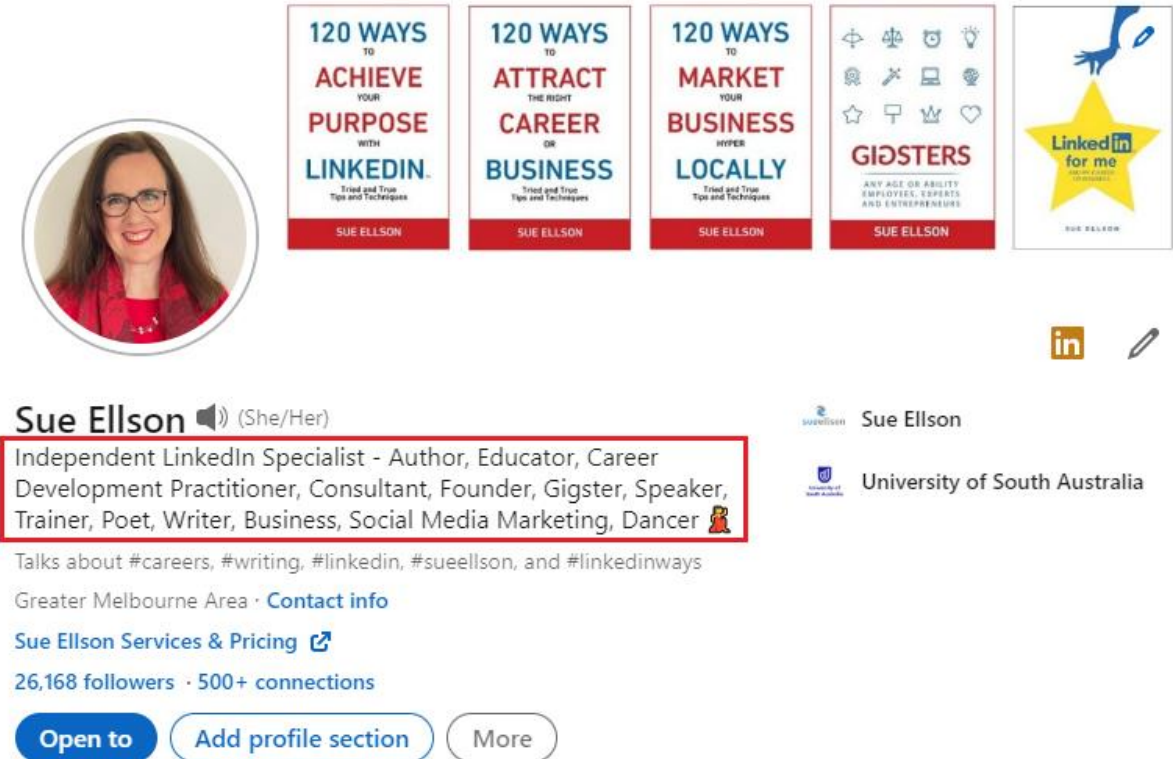
**Photo** – head and shoulders, high neck garment, eyes one third line, hair line at top of circle

**Label** – Balanced Banking & Finance Recruiter

**Keywords** – Retail, Business, Corporate, Private, Trading, Lending, Broking, Management, Executive

**Interests** – Love to Ski [Emoji]

<https://www.linkedin.com/pulse/linkedin-headline-formula-label-keywords-interest-sue-ellson>



The screenshot displays Sue Ellson's LinkedIn profile. At the top, there is a banner with five cards: '120 WAYS TO ACHIEVE YOUR PURPOSE WITH LINKEDIN.', '120 WAYS TO ATTRACT THE RIGHT CAREER OR BUSINESS', '120 WAYS TO MARKET YOUR BUSINESS LOCALLY', 'GHOSTERS ANY AGE OR ABILITY EMPLOYEES, EXPERTS AND ENTREPRENEURS', and 'Linked in for me'. Below the banner is a circular profile photo of Sue Ellson. Her name 'Sue Ellson' is followed by a voice icon and '(She/Her)'. Her headline, 'Independent LinkedIn Specialist - Author, Educator, Career Development Practitioner, Consultant, Founder, Gigster, Speaker, Trainer, Poet, Writer, Business, Social Media Marketing, Dancer', is highlighted with a red box. Below the headline, it says 'Talks about #careers, #writing, #linkedin, #sueellson, and #linkedinways', 'Greater Melbourne Area · Contact info', 'Sue Ellson Services & Pricing', and '26,168 followers · 500+ connections'. At the bottom, there are buttons for 'Open to', 'Add profile section', and 'More'. On the right side, there are logos for 'Sue Ellson' and 'University of South Australia'.

# Top 10 techniques for Recruiters, Headhunters and Executive Search Professionals

## 4. Add your multimedia bling via the LinkedIn Mobile Phone App

- video introduction on your face
- audio announcement of your name
- video link in the Featured Section

\* Can also add media images in the Providing Services Section from the Open To button (with or without your phone)

The screenshot shows Sue Ellson's LinkedIn profile. A red box highlights her profile picture. Another red box highlights her name 'Sue Ellson' and the audio icon next to it. A third red box highlights the 'Sue Ellson Services & Pricing' link. A fourth red box highlights the 'Providing services' section, which lists 'Career Development Coaching, Training, Social ...' and a 'See all details' link. To the right of the profile, there are five featured images: four '120 WAYS TO...' cards (ACHIEVE YOUR PURPOSE WITH LINKEDIN, ATTRACT THE RIGHT CAREER OR BUSINESS, MARKET YOUR BUSINESS HYPER LOCALLY, and GIGSTERS) and one 'LinkedIn for me' star graphic. Below the profile, there are buttons for 'Open to', 'Add profile section', and 'More'. At the bottom right, there are two 'Open to work' and 'Providing services' cards, each with a 'See all details' link.

# Top 10 techniques for Recruiters, Headhunters and Executive Search Professionals

## 5. Connect with people you meet online or offline FROM NOW ON and click Notification Bell if they are VIPs

Everyone you message

Everyone you like who visits your LinkedIn Profile and is aligned

Ignore

Accept

Everyone you meet when you are out and about in person (including interviews)

People who Follow the Company Page where you work (if relevant) or other Company Pages

People who Engage with your Posts in the Newsfeed or your LinkedIn Articles

Relevant people from the 'People also viewed' section on a LinkedIn Profile and their Recommendations

People you know from your past – school, college, university, a course, a conference, your work

People in your industry including well known people, influencers, people who receive media coverage

People in professional associations, especially if there is a listing of members

Create your own personal database and you can do it live via your phone too. You can Ignore connection requests if you don't want to connect with someone. Create your own selection criteria – location, industry, likelihood of engagement, quality of LinkedIn Profile and Activity, creepiness

My policy, in Australia, photo, detail, reasonable number of connections, not selling me stuff I don't want

You can follow LinkedIn Pages (especially if you would like to work there or sell products or services to them)

You can find more through a Google Advanced Search [https://www.google.com.au/advanced\\_search](https://www.google.com.au/advanced_search)

# Top 10 techniques for Recruiters, Headhunters and Executive Search Professionals

## 6. Join and/or Follow Professional Associations

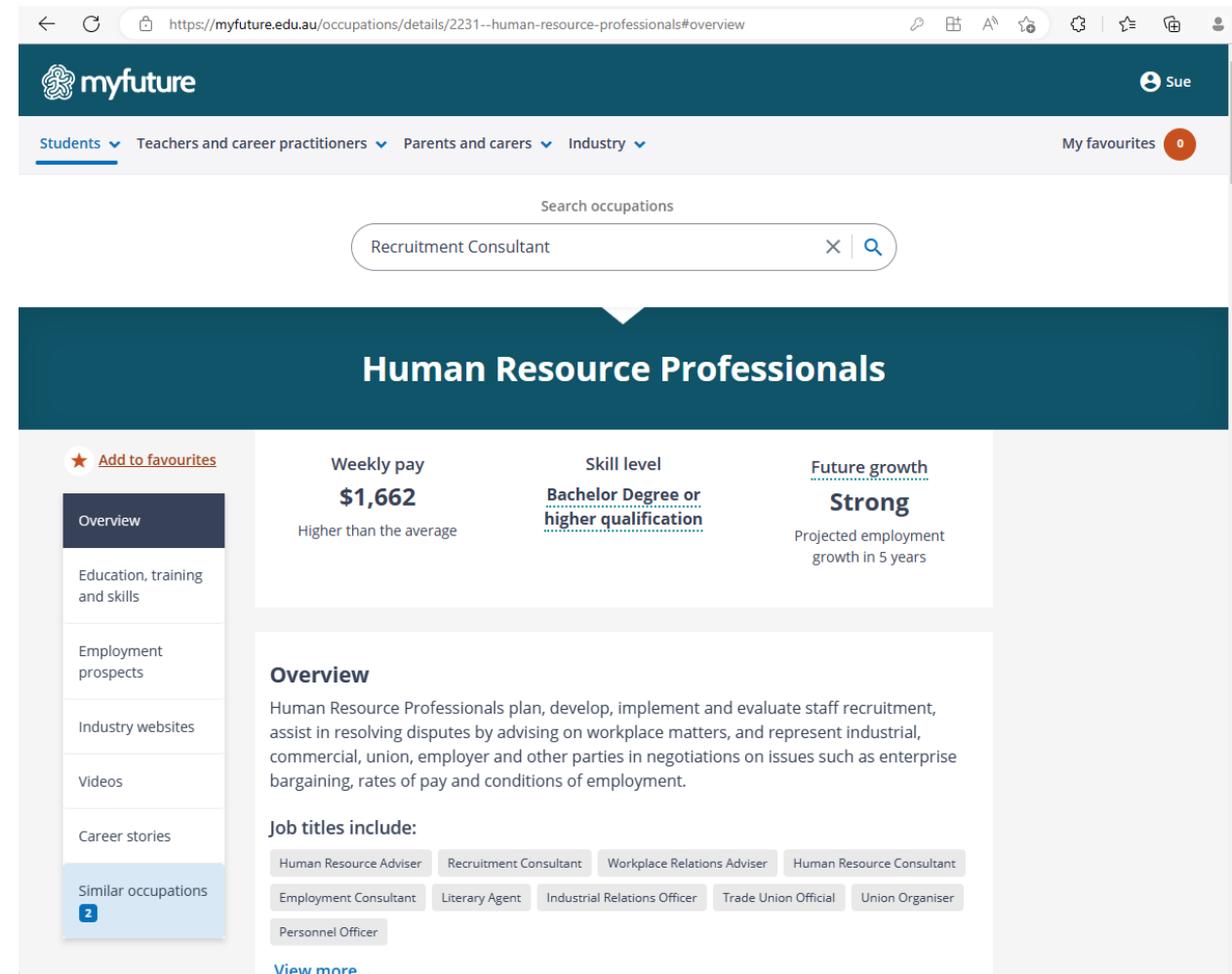
– you can Follow their Company Pages (even if you are not a member) and click the Notification Bell.

If you are a member, make sure you add it in the Licenses/Certifications section and the Organizations section and your Contact Info Website. Include past memberships as well.

<https://sueellson.com/blog/how-to-showcase-your-professional-membership-on-linkedin>

<https://myfuture.edu.au/occupations/search> and choose a job then 'Industry Websites'

<https://myfuture.edu.au/occupations/details/2231--human-resource-professionals>



The screenshot shows the myfuture website interface. At the top, there's a navigation bar with the myfuture logo and a user profile 'Sue'. Below the navigation bar, there are tabs for 'Students', 'Teachers and career practitioners', 'Parents and carers', and 'Industry'. A search bar is present with the text 'Recruitment Consultant'. The main content area is titled 'Human Resource Professionals'. It features three key metrics: 'Weekly pay' of \$1,662 (Higher than the average), 'Skill level' of Bachelor Degree or higher qualification, and 'Future growth' of Strong (Projected employment growth in 5 years). Below these metrics is an 'Overview' section with a description of the role and a list of 'Job titles include:' such as Human Resource Adviser, Recruitment Consultant, Workplace Relations Adviser, Human Resource Consultant, Employment Consultant, Literary Agent, Industrial Relations Officer, Trade Union Official, Union Organiser, and Personnel Officer. A 'View more...' link is also visible.

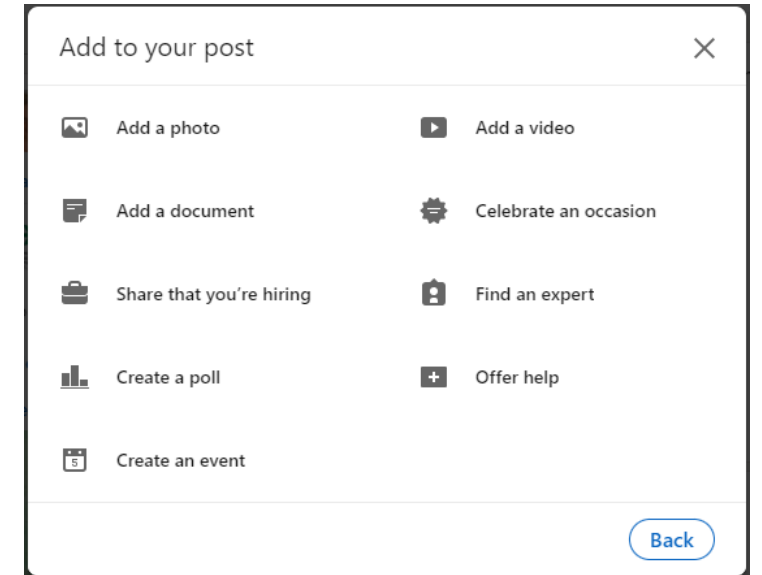
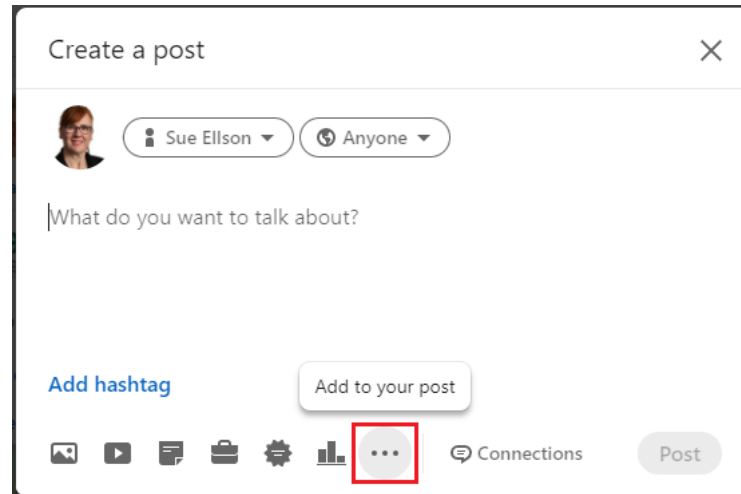
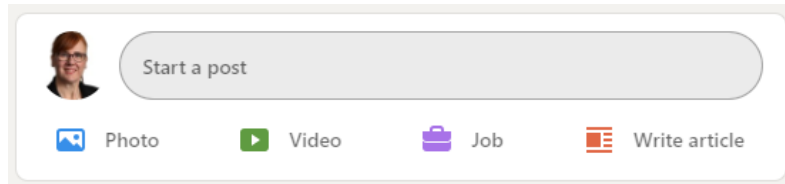
# Top 10 techniques for Recruiters, Headhunters and Executive Search Professionals

7. Consider how you will engage on LinkedIn – different options on mobile devices

**Engage** – react (like), comment, repost, endorse skills and write recommendations for your connections

**Curate** – find content elsewhere and share as a post

**Create** – prepare your own content and share as posts (newsfeed), articles (blog), events, newsletters, live videos, audio, messaging



<https://www.linkedin.com/pulse/content-engagement-curation-creation-strategies-busy-people-ellson>

# Top 10 techniques for Recruiters, Headhunters and Executive Search Professionals

**8. Consider creating a Company Page for your Name (solo) or Business Name (enterprise) –** this is a way to ‘collect’ all of your work in one location and for you, even as an enterprise of one, to build your number of Followers. Can also include a Lead Generation form.

If you are part of an enterprise, consider providing content for the Company Page to share and make sure that the Company Page is fully updated (several new sections now available).

The screenshot shows a LinkedIn profile for Sue Ellson, an Independent LinkedIn Specialist. The profile includes a header with navigation icons, a search bar, and a grid of profile pictures. The main content area features the name 'Sue Ellson' and a description: 'Independent LinkedIn Specialist, Career Development Practitioner, Gigster, Author, Speaker, Trainer, Founder'. Below this, it states 'Business Consulting and Services - Melbourne, Victoria' with a red box around '649 followers'. A red box also highlights '1 employee' under the text '1 person from your school works here'. Navigation buttons for 'Following', 'Visit website', and 'More' are visible. The 'About' section provides more details about her roles and activities. A 'Need some LinkedIn Assistance?' section offers a 'Get started' button. A 'Newsletter' section for 'Sue Ellson Sharing Newsletter' is also present. The right sidebar shows a 'Pages people also viewed' section with recommendations like 'Newcomers Network' and 'Global Mobility Network'.

# Top 10 techniques for Recruiters, Headhunters and Executive Search Professionals

**9. 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 (nominate five hashtags) if you want to add Content to LinkedIn around major topics 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>

## Can hide your profile

<https://www.linkedin.com/public-profile/settings>

**Can temporarily deactivate / hibernate no need to delete** <https://www.linkedin.com/psettings/>

<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

Close

Choose whether you're visible or viewing in private mode

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 Recruiters, Headhunters and Executive Search Professionals

**10. Keep an eye on your Statistics** – and download your data at least every six months  
<https://www.linkedin.com/psettings/member-data> and <https://sueellson.com/latest-offer> for the spreadsheet - make sure you are getting at least 100 profile views per 90 days and your number of Connections is increasing.

	Sue Sample	Next Date	Next Date
1 LinkedIn Personal Statistics – collect every six months			
2 – Created by Sue Elson, Independent LinkedIn Specialist, Author, Educator, Practitioner, Consultant, Gigster			
3 <a href="https://sueellson.com">https://sueellson.com</a>	20/11/2022		
4 Items with an * are the most important baseline statistics to collect Last Update 20/11/2022			
5 Find out when you joined LinkedIn (go to the last page of results)	21/12/2003		
6 <a href="https://www.linkedin.com/psettings/data-log">https://www.linkedin.com/psettings/data-log</a>			
7			
8 1. Number of Connections* (max 30,000)	21,772		
9 <a href="https://www.linkedin.com/mynetwork">https://www.linkedin.com/mynetwork</a>			
10 60+ min, 500+ in time			
11			
12 2. Number of Followers* (max unlimited)	24,044		
13 <a href="https://www.linkedin.com/feed/followers">https://www.linkedin.com/feed/followers</a>			
14 More than Connections – if significantly more, shows thought leadership and influence			
15			
16 3. Number you are Following (max unlimited)	22,147		
17 <a href="https://www.linkedin.com/feed/followers">https://www.linkedin.com/feed/followers</a>			
18 More than Connections – if significantly more, shows where you would like to engage			
19			
20 4. Profile Views last 90 days* (Reverse stalk)	1,682		
21 <a href="https://www.linkedin.com/me/profile-views">https://www.linkedin.com/me/profile-views</a>			
22 100+ per 90 days			
23			
24 5. Views of your Posts or Articles*			
25 Ideally 1,000+ views per Post			
26 Ideally 100+ views per Article			
27 <a href="https://www.linkedin.com/analytics/creator/?resultType=IMPRESSIONS&amp;timeRange=past_7_days">https://www.linkedin.com/analytics/creator/?resultType=IMPRESSIONS&amp;timeRange=past_7_days</a>			
28 Impressions past 7 Days _____			
29			
30 6. Search Appearances last 7 days*	795		
31 <a href="https://www.linkedin.com/me/search-appearances">https://www.linkedin.com/me/search-appearances</a>			
32 50+ per 7 days			
33			
34 7. Number of Featured Skills and Endorsements* (max 50)			
35 <a href="https://www.linkedin.com/in/YOURURL">https://www.linkedin.com/in/YOURURL</a>			
36 Top 3 20+ votes			
37			
38 Skill 1 Name _____ Votes ____	93		
39 Skill 2 Name _____ Votes ____	173		
40 Skill 3 Name _____ Votes ____	147		
41			
42 8. Number of Recommendations* (Given & Received)			
43 <a href="https://www.linkedin.com/in/YOURURL">https://www.linkedin.com/in/YOURURL</a>			
44 6+ Received 6+ Given			
45 Received ____	85		
46 Given ____	64		

Consider cross-matching your list of LinkedIn Connections with your prospecting or CRM database list.

Check out your own Social Selling Index  
<https://www.linkedin.com/sales/ssi>

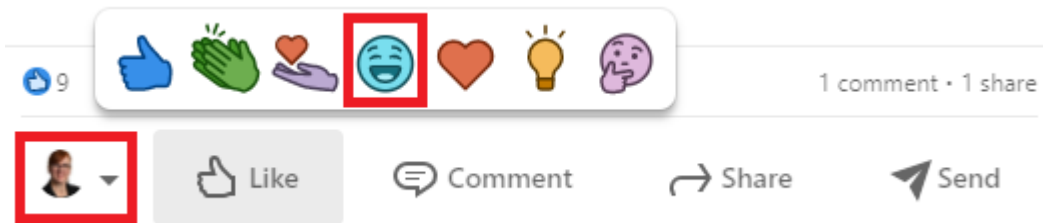
# Top 10 Ways To Use LinkedIn for Recruiters, Headhunters and Executive Search Professionals



# Top 10 Ways To Use LinkedIn For Recruiters, Headhunters and Executive Search Professionals

- 1. Increase your Engagement Ratio** – it is about you ‘listening’ as well as ‘speaking’ so be a ‘Personal Encourager’ and increase number of engagements per post you publish – 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 it also helps the LinkedIn algorithm understand what you like.

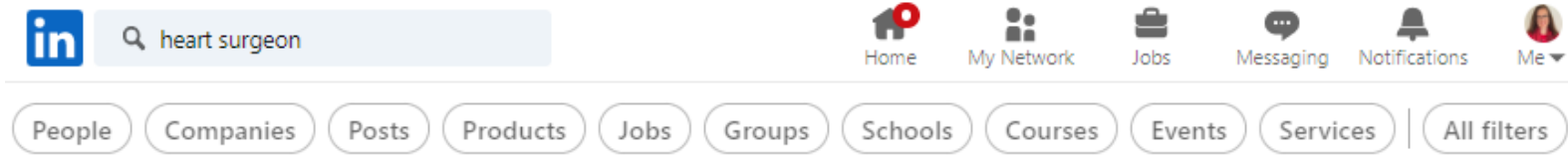
You may like to click the Notification Bell for your target LinkedIn Profiles and Pages



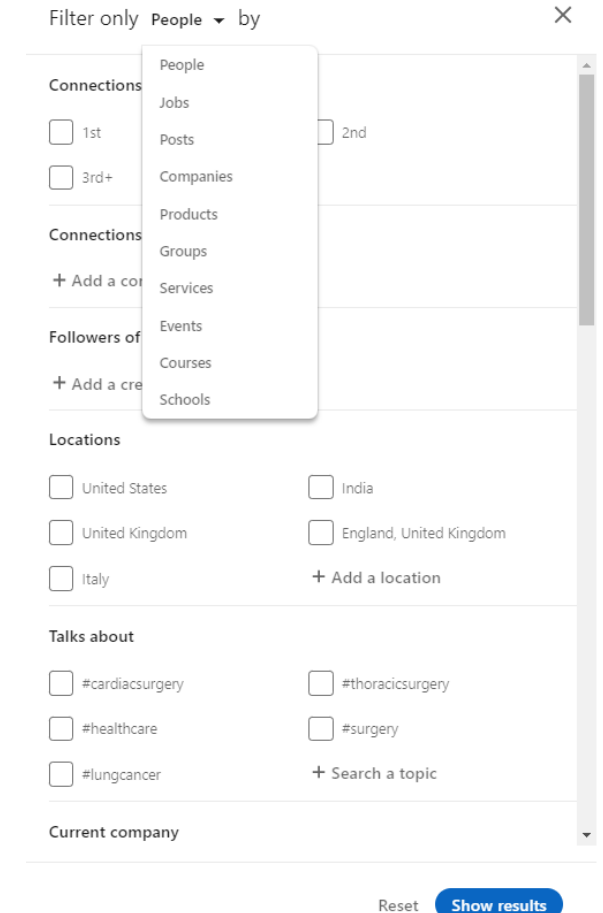
<https://www.linkedin.com/pulse/where-can-you-find-warm-leads-linkedin-sue-ellson-2c>

# Top 10 Ways To Use LinkedIn For Recruiters, Headhunters and Executive Search Professionals

## 2. Search for people, content and companies



- once you type in a query in the search box, press Enter
- now you can see a lot more filters and then choose All filters too
- **people** – connect
- **content** – engage – the longer the comments the better
- **companies** – follow and engage, particularly those in your target audience



# Top 10 Ways To Use LinkedIn For Recruiters, Headhunters and Executive Search Professionals

Google

Advanced Search

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Find pages with...

all these words:	<input "melbourne"="" and="" type="text" value="heart surgeon"/>	Type the important words: tri-colour rat terrier
this exact word or phrase:	<input type="text"/>	Put exact words in quotes: "rat terrier"
any of these words:	<input type="text"/>	Type OR between all the words you want: miniature OR standard
none of these words:	<input type="text"/>	Put a minus sign just before words that you don't want: -rodent, -"Jack Russell"
numbers ranging from:	<input type="text"/> to <input type="text"/>	Put two full stops between the numbers and add a unit of measurement: 10..35 kg, £300..£500, 2010..2011

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Then narrow your results by...

language:	<input type="text" value="any language"/>	Find pages in the language that you select.
region:	<input type="text" value="any region"/>	Find pages published in a particular region.
last update:	<input type="text" value="anytime"/>	Find pages updated within the time that you specify.
site or domain:	<input type="text" value="linkedin.com"/>	Search one site (like wikipedia.org) or limit your results to a domain like .edu, .org or .gov
terms appearing:	<input type="text" value="anywhere in the page"/>	Search for terms in the whole page, page title or web address, or links to the page you're looking for.
SafeSearch:	<input type="text" value="Show explicit results"/>	Tell SafeSearch whether to filter sexually explicit content.
file type:	<input type="text" value="any format"/>	Find pages in the format that you prefer.
usage rights:	<input type="text" value="not filtered by licence"/>	Find pages that you are free to use yourself.

Remember to also use a Google Advanced Search [https://www.google.com.au/advanced\\_search](https://www.google.com.au/advanced_search)

# Top 10 Ways To Use LinkedIn For Recruiters, Headhunters and Executive Search Professionals

3. **Incorporate various features into your LinkedIn Content Strategy** – 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 (via desktop or laptop only) or use auto captions, consider saving PowerPoint Presentations to PDF and upload a document (provides a slide show). Carousel 1080x1080 squares.

Consider

- events
- newsletters
- polls
- articles
- video
- audio

<https://www.linkedin.com/pulse/20-ways-encourage-linkedin-post-go-viral-sue-ellson>

<https://www.linkedin.com/pulse/how-write-search-engine-optimised-article-linkedin-sue-ellson>

[https://www.linkedin.com/posts/sueellson\\_scroll-stopping-social-media-posts-by-sue-activity-7001767159806791680-fpji](https://www.linkedin.com/posts/sueellson_scroll-stopping-social-media-posts-by-sue-activity-7001767159806791680-fpji)

**Sue Ellson** (She/Her) • You  
Independent LinkedIn Specialist - Author, Educator, Career Development Pra...  
1w • 🌐

LYING ON YOUR RESUME // Today, [Sarah Dingle](#) from [Australian Broadcasting Corporation \(ABC\) Radio National](#) interviewed me on this topic as a result of a story that appeared in [The Sydney Morning Herald](#) - listen to the podcast at <https://lnkd.in/gU2Tkt2U>

My specific tips include:

- ✓ do not lie on your resume but you can 'massage the message'
- ✓ learn what it takes to get the job
- ✓ tell Google about yourself via [aboutme.google.com](https://aboutme.google.com)
- ✓ update your LinkedIn URL to your own name
- ✓ make sure you have a reasonable digital presence

I would also add, if you are going for a senior leadership position, it is a good idea to have your own name website.

Thanks to [Lara Heaton](#), Producer for the invitation to share some tips!

#resumetips #media #sueellson #abcradionational

Is 'embellishing' your resume ever okay? - ABC Radio National  
abcnet.au • 1 min read

John Cooksey and 14 others • 5 comments

Like Comment Repost Send

2,081 impressions View analytics

# Top 10 Ways To Use LinkedIn For Recruiters, Headhunters and Executive Search Professionals

**4. 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!

You can list some Positions in either ‘Experience’ and/or ‘Voluntary Experience’ depending on your Personal Objectives.

Make sure you reach out to your ‘VIPs’ at least once a year to maintain the relationship or visit their LinkedIn Profile or Company Page and click on the **Notification Bell** so you can be informed when they Post.



## Analytics

👁 Private to you



**1,272 profile views**

Discover who's viewed your profile.



**2,482 post impressions**

Check out who's engaging with your posts.  
Past 7 days



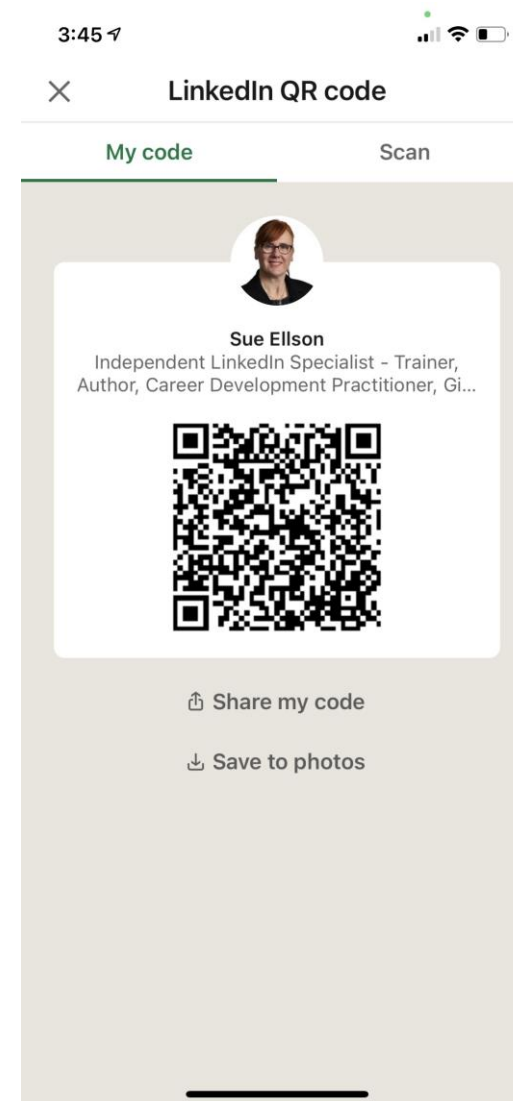
**702 search appearances**

See how often you appear in search results.

# Top 10 Ways To Use LinkedIn For Recruiters, Headhunters and Executive Search Professionals

**5. Add Connections** – everyone you meet from now on and match it to your phone and other VIP contact lists – don't choose Connect or Follow, choose the three dots ... and Personalise the invite with a message about where you have met.

Connect with international people as well.

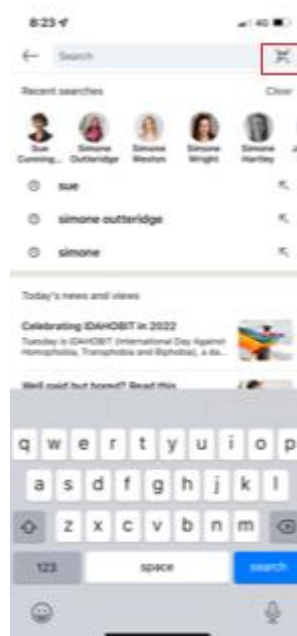




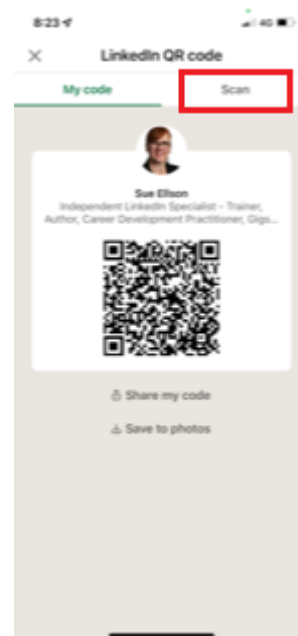
# Connect with me on LinkedIn – part 1



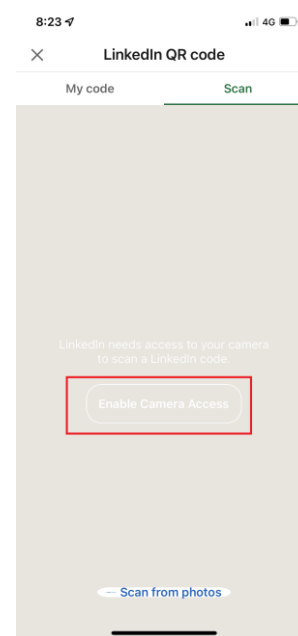
1. Open LinkedIn App and press in Search Box



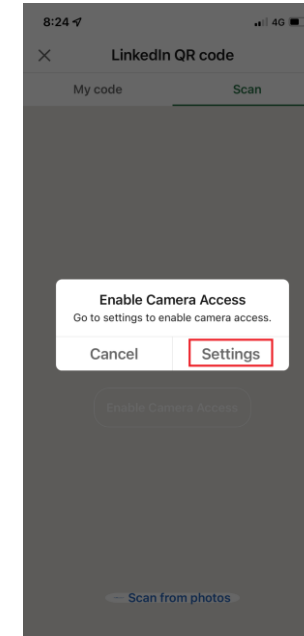
2. Press dots on top right hand side of screen



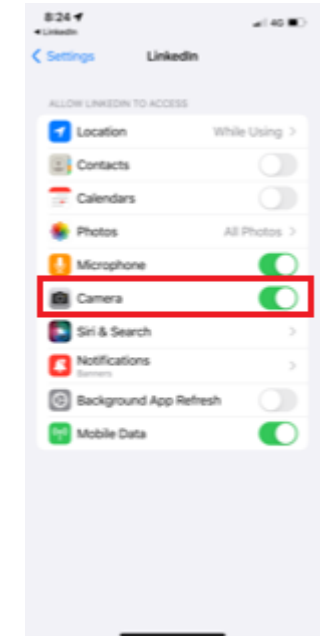
3. Press Scan



4. Press Enable Camera Access

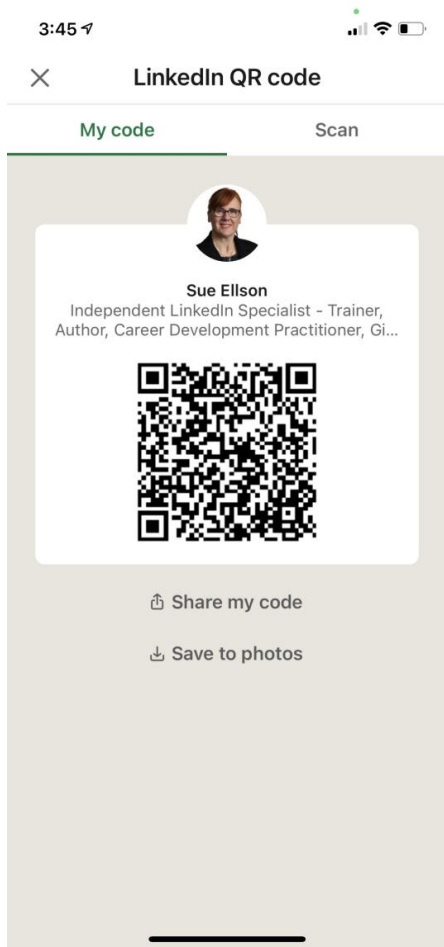


5. Select Settings on your Phone



6. In LinkedIn Settings, turn on Camera

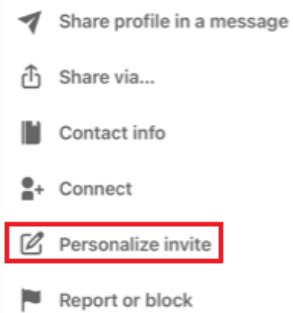
# Connect with me on LinkedIn – part 2



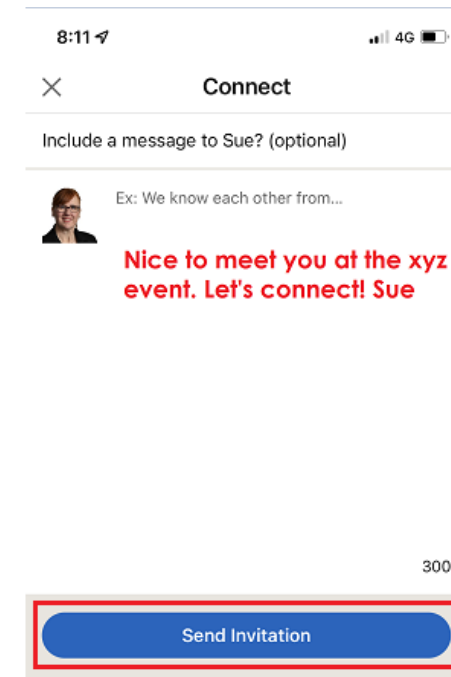
7. Use your phone to Scan this code on the screen



8. Press the three dots next to the Message button



9. Select Personalize Invite

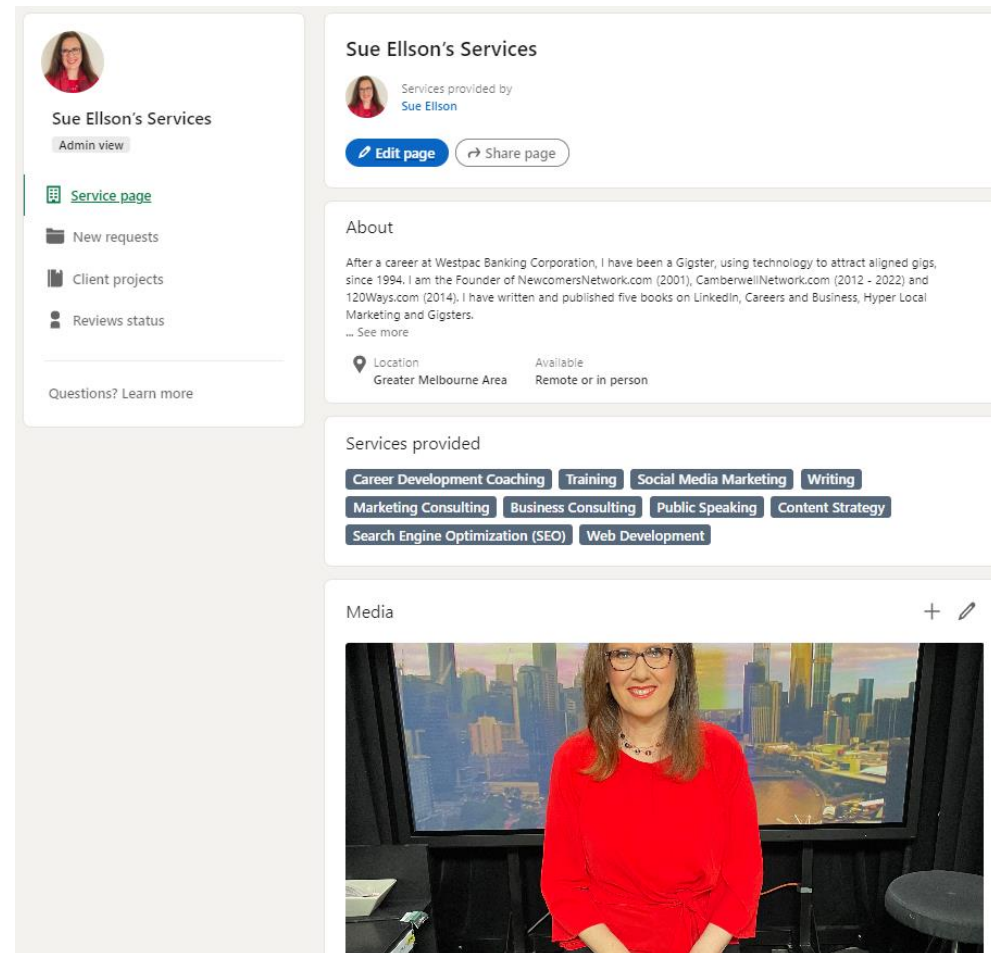


10. Type up a brief message, Send Invitation to Connect

From now on, please connect with everyone you meet in person using your LinkedIn App on your phone

# Top 10 Ways To Use LinkedIn For Recruiters, Headhunters and Executive Search Professionals

**6. Set your goals** – who do you want to reach, serve, support etc – decide on this before choosing what you publish on LinkedIn - fill in 'Open to – Providing Services' as well as 'Hiring' if it is relevant



The screenshot displays a LinkedIn profile for 'Sue Ellson's Services'. On the left, a navigation sidebar includes a profile picture, the name 'Sue Ellson's Services', an 'Admin view' button, a 'Service page' link, and sections for 'New requests', 'Client projects', and 'Reviews status'. The main content area features a header with the name and a small profile picture, followed by 'Edit page' and 'Share page' buttons. Below this is an 'About' section with a paragraph of text and location/availability details. A 'Services provided' section lists various skills in pill-shaped buttons, including 'Career Development Coaching', 'Training', 'Social Media Marketing', 'Writing', 'Marketing Consulting', 'Business Consulting', 'Public Speaking', 'Content Strategy', 'Search Engine Optimization (SEO)', and 'Web Development'. At the bottom, a 'Media' section shows a video thumbnail of Sue Ellson, a woman in a red top, sitting in front of a cityscape background.

# Top 10 Ways To Use LinkedIn For Recruiters, Headhunters and Executive Search Professionals

**7. Abide by Social Media Policy** – what Recommendations does your Employer or Professional Association have for your LinkedIn Profile?

Recommend being friendly and professional rather than personal.

Have a strategy in place for negative trolls, nasty people, unwanted Connection requests and triggering comments.

Be respectful before you leave an organisation. Don't burn bridges, remain friendly. Ease the transition if at all possible.

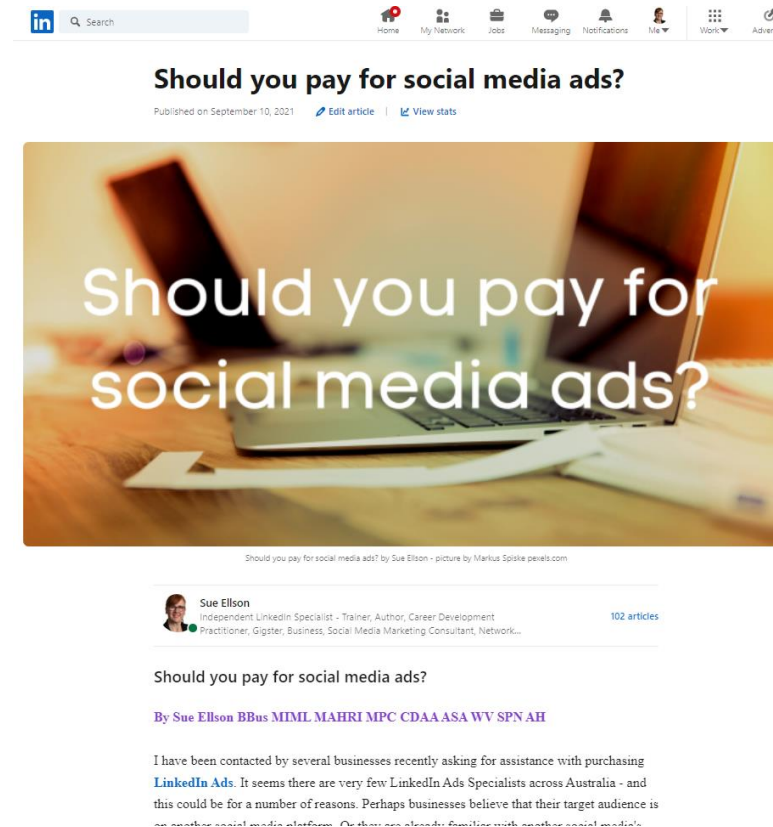


<https://www.linkedin.com/pulse/what-do-before-you-quit-your-job-sue-ellson>

<https://www.linkedin.com/pulse/what-do-before-you-sack-someone-sue-ellson>

# Top 10 Ways To Use LinkedIn For Recruiters, Headhunters and Executive Search Professionals

**8. Consider writing Articles** – these can remain online indefinitely (but keep a copy) – even if you do not have a lot of experience, you can still be a part of the conversation



<https://www.linkedin.com/pulse/should-you-pay-social-media-ads-sue-ellson>

# Top 10 Ways To Use LinkedIn For Recruiters, Headhunters and Executive Search Professionals

9. If you are going to be self employed or in business, review your entire online presence

– bring your story to life as only you know how

– you can start with a LinkedIn Profile and a free Google website, all for FREE

Join the dots between your website, social media, reviews, directory links and other links (including media and other websites where you are listed)

<https://www.linkedin.com/pulse/google-my-business-free-website-seo-strategies-sue-ellson>

<https://sueellson.com/blog/how-to-be-found-on-page-one-of-google-search-results-for-your-name-keywords-and-company>



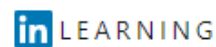
# Top 10 Ways To Use LinkedIn For Recruiters, Headhunters and Executive Search Professionals

## 10. Remember that Consistency is Key, abide by the LinkedIn User Agreement and keep learning!

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 to show your digital competency.



Cannot automate processes (people or tech) but can systemise. <https://www.linkedin.com/legal/user-agreement>

**Keep learning** – in Australia, a student or local library card can give you free access to <https://www.linkedin.com/learning> micro credentials



Welcome

Choose an account

 RMIT University	→
 Personal account	→

# 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 – two reactions (likes) and one lengthy comment
2. Review and act upon your Notifications  
– 2 minutes
3. Review and act upon your Network Connection requests, Event and Newsletter Invitations and Company Follow Invites  
– 2 minutes
4. Visit and Engage with the content of your VIPs/Connections/School/Employer/Enterprise – 2 minutes
5. Edit or update your own Profile or Settings  
– 1 minute
6. Post an item in the Newsfeed (curated or created)  
– 2 minutes (once every three months, publish an article)
7. Reflect on your statistics, activity and results and make plans for next week (consider providing endorsements, writing recommendations, giving kudos etc) – 3 minutes



**Subscribe to Sue Ellson Shares LinkedIn Newsletter**

<https://www.linkedin.com/newsletters/sue-ellson-shares-6869552819440099328>

Where to from here?

Please choose three things from this session to do in three hours from now (or 3 days if you must)

3 in 3

# Publications and Upcoming Events

**'LinkedIn and Dating' Wednesday 15 February 2023 at 7am AEDT or Tuesday 14 February at 3pm NYC**  
<https://www.linkedin.com/video/event/urn:li:ugcPost:7018349016740421632>

## **Publications**

<https://sueellson.com/publications>

## **Presentations**

<https://sueellson.com/presentations>

## **Video recordings**

<https://sueellson.com/videos>

**Register for next LinkedIn Insight Webinar – LinkedIn for Social Media, Marketing and Digital Strategy Professionals 12pm AEDT (UTC+11) Wednesday 8 March 2023**

<https://www.linkedin.com/events/linkedinforsocialmedia-marketin7025293119617187840>

<https://linkedininsights18.eventbrite.com.au>

## **Professional Services**

<https://sueellson.com/services-and-pricing>

# LinkedIn Insight Webinars 2023

- **LinkedIn for Recruiters, Headhunters and Executive Search Professionals** 12pm 11 January 2023
- **LinkedIn for Recruiters, Headhunters and Executive Search Professionals** 12pm 8 February 2023
- **LinkedIn for Social Media, Marketing and Digital Strategy Professionals** 12pm 8 March 2023
- **LinkedIn for Military, Defence and Emergency Services Professionals** 12pm 12 April 2023
- **LinkedIn for Real Estate and Commercial Property Professionals** 12pm 10 May 2023
- **LinkedIn for Politicians, Public Servants and Government Professionals** 12pm 14 June 2023
- **LinkedIn for Lawyers, Solicitors, Barristers and Legal Professionals** 12pm 12 July 2023
- **LinkedIn for Bankers and Finance Professionals** 12pm 9 August 2023
- **LinkedIn for Teachers, Tutors and Training Professionals** 12pm 13 September 2023
- **LinkedIn for Consultants and Advisors** 12pm 4 October 2023 (1st Wednesday)
- **LinkedIn for Scientists and Technical Professionals** 12pm 8 November 2023
- **LinkedIn for Managers and Senior Leadership Professionals** 12pm 13 December 2023
  
- **All Registration Links, Slides and Recordings from past webinars** since October 2021 at <https://sueellson.com/linkedin-insight-webinars-and-recordings>

# Special Gift – Free Downloads

✓ latest offer <https://sueellson.com/latest-offer>

Username and Password Spreadsheet (most popular)

LinkedIn Statistics and Backup Spreadsheet

Basic Social Media Statistics Spreadsheet

List of Publications Spreadsheet

Sample Resume Layout – Applicant Tracking System Friendly

✓ <https://sueellson.com/services-and-pricing>

✓ keep up to date by following me on social media



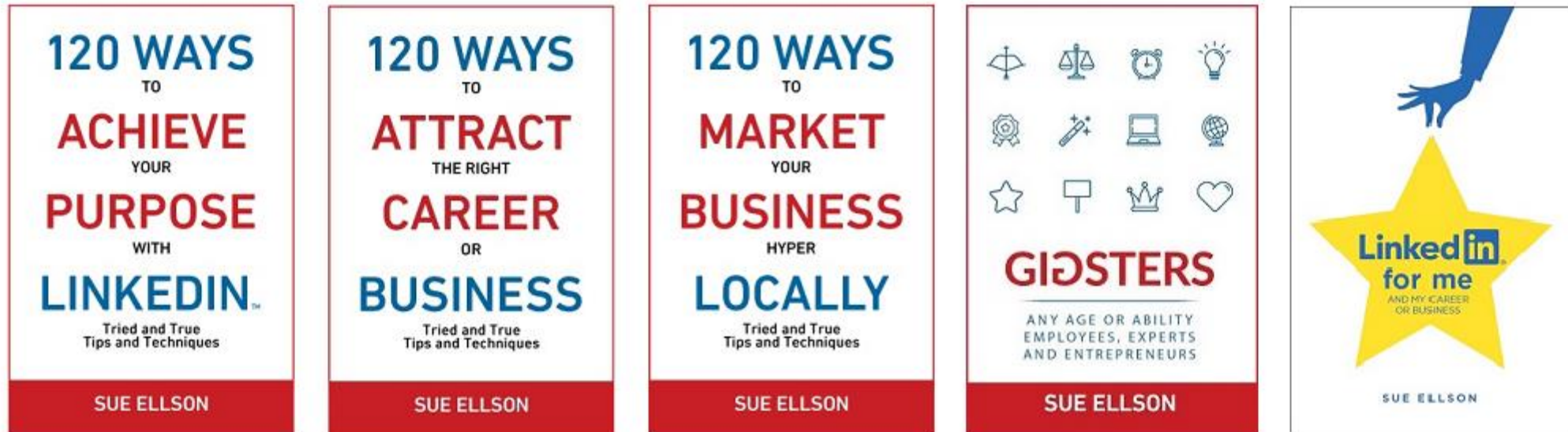
# Follow / Subscribe to Sue Elson Online



- ✓ LinkedIn Profile <https://www.linkedin.com/in/sueellson> (23,437 Connections, 26,340 Followers)
- ✓ YouTube <https://www.youtube.com/@sueellson> (147 Subscribers – goal is 1,000+)
- ✓ LinkedIn Page <https://www.linkedin.com/company/sue-ellson> (702 Followers)
- ✓ Facebook <https://www.facebook.com/sueellson2> (154 Followers)
- ✓ Twitter <https://twitter.com/sueellson> (412 Followers)
- ✓ Instagram <https://www.instagram.com/sueellson> (mostly poems) (359 Followers)
- ✓ TikTok <https://www.tiktok.com/@sueellson> (22 Followers)
- ✓ Sue Elson Shares LinkedIn Newsletter (4,875 Subscribers) <https://www.linkedin.com/newsletters/sue-ellson-shares-6869552819440099328>
- ✓ Sue Elson Sharing LinkedIn Newsletter (151 Subscribers) <https://www.linkedin.com/newsletters/7011478630589497344>
- ✓ Sue Elson Email Newsletter (1,991 Subscribers) <http://eepurl.com/hjxQkP>



# Author of five books



Latest – **LinkedIn for me and my career or business** – launched 23 January 2023

Give yourself a gold star ★ – update your LinkedIn Profile

<https://www.amazon.com/dp/B0BSP7X8PR>

Or <https://120wayspublishing.com>

# What has been most helpful to you today?

## How to say thank you

- ✓ Add a comment in the Zoom chat now
- ✓ Connect on LinkedIn and endorse Skills or write a Recommendation <https://www.linkedin.com/in/sueellson>
- ✓ Write a Review at <https://g.page/sue-ellson-author/review> (126 Google Reviews) or <https://sueellson.com/reviews>
- ✓ Follow Sue Ellson's Socials or Contact directly <https://sueellson.com/contact>



Google Review



Follow Socials / Contact