UniSA Career Services

Workshop: LinkedIn for High Achievers

Featuring LinkedIn specialist Sue Ellson



Career Services

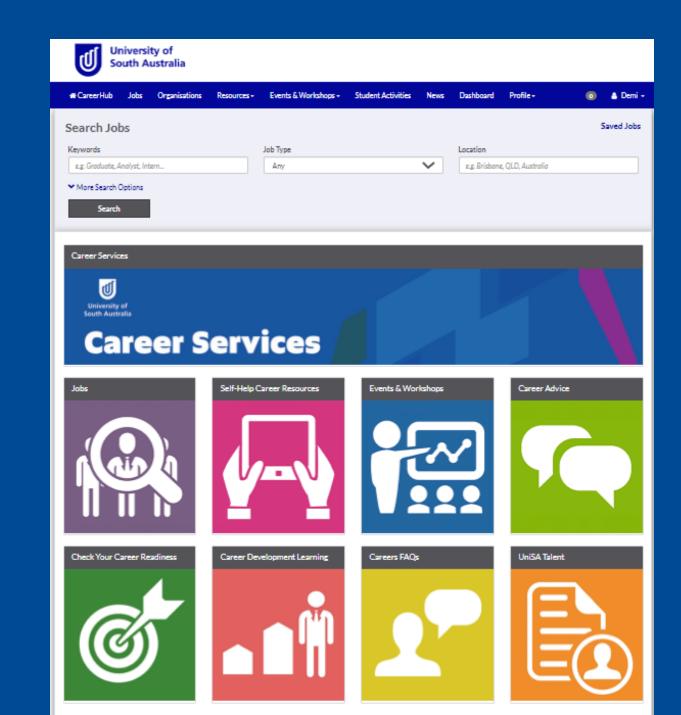
How can we help?

- Identify and plan your career path
- Find casual/part-time work
- Gain an internship
- Build your employability
- Network with industry
- Secure a graduate job!



CareerHub

- Events and Workshops
- Self-Help Career Resources
- Career Adviser Appointments
- Career Services Drop-In
- Finding Work via CareerHub
- Career Development Learning (CDL)





LinkedIn for High Achievers

Sue Ellson

GK BBus MPC PCDAA ASA WV MEdPlus AWS Independent LinkedIn Specialist Author, Educator, Practitioner

16 December 2024

<u>sueellson@sueellson.com</u>

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





Welcome

✓ practical strategies to transform your LinkedIn profile into a powerful tool for leadership and professional growth

 \checkmark specific tips

 \checkmark relevant examples

 \checkmark pick your 3 things to do in 3 hours from now



Fast Facts - more at 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

Previous LinkedIn Presentations for UniSA

23/09/2015 Introduction To LinkedIn For Students

https://sueellson.com/blog/introduction-to-linkedin-for-students-for-the-university-ofsouth-australia

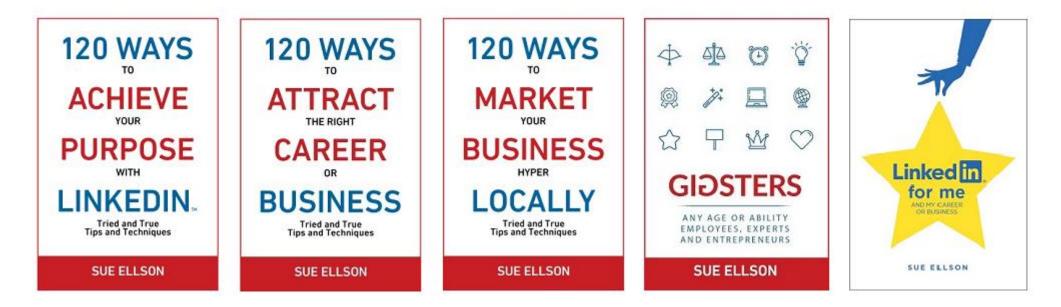
23/09/2015 LinkedIn Masterclass For Students

https://sueellson.com/blog/linkedin-masterclass-for-students-for-the-university-of-southaustralia

18/10/2016 **Nifty Networking Through LinkedIn** <u>https://sueellson.com/blog/nifty-networking-through-linkedin-for-the-university-of-south-australia</u>

30 June 2023 **How LinkedIn can help you build relationships to achieve your goals** <u>https://unisa.edu.au/connect/alumni-network/news/archive/2023/issue5/how-linkedin-can-help-you-build-relationships-to-achieve-your-goals</u>

Special Gifts – Books and Resources



✓ first four books can be downloaded from https://www.researchgate.net/profile/Sue-Ellson

✓ LinkedIn for me and my career or business (being sent to you directly via email)

- ✓ latest offer https://sueellson.com/latest-offer
- Usernames and Passwords Spreadsheet (most popular)
- LinkedIn Statistics and Backup Spreadsheet
- Basic Social Media Statistics Spreadsheet
- List of Publications Spreadsheet
- Sample Resume Layout Applicant Tracking System Friendly

Follow / Subscribe to Sue Ellson Online



- ✓ LinkedIn Profile <u>https://www.linkedin.com/in/sueellson</u> (25,614 Connections, 29,596 Followers)
- ✓ YouTube <u>https://www.youtube.com/@sueellson</u> (679 Subscribers, 177 Videos – goal is 1,000+ Subscribers)
- ✓ LinkedIn Page <u>https://www.linkedin.com/company/sue-ellson</u> (935 Followers)
- ✓ Facebook https://www.facebook.com/sueellson2 (261 Followers)
- ✓ Twitter / X <u>https://x.com/sueellson</u> (439 Followers)
- ✓ Instagram <u>https://www.instagram.com/sueellson</u> (mostly poems) (453 Followers)
- ✓ TikTok https://www.tiktok.com/@sueellson (67 Followers)
- ✓ Pinterest <u>https://au.pinterest.com/sueellson</u> (21 Followers)
- ✓ Sue Ellson Shares LinkedIn Newsletter (6,264 Subscribers) <u>https://www.linkedin.com/newsletters/sue-ellson-shares-6869552819440099328</u>
- ✓ Sue Ellson Sharing LinkedIn Newsletter (336 Subscribers) https://www.linkedin.com/newsletters/7011478630589497344
- ✓ Sue Ellson Email Newsletter (411 Subscribers) https://sueellson.com/newsletters



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Online Course



LinkedIn for me and my career or business 🌪

- \checkmark includes digital copy of book
- ✓ quick start program
- ✓ entire book instructions videos too!
- ✓ clickable links
- ✓ LinkedIn Profiles, Pages, Groups
- ✓ LinkedIn Engagement, Content, Results
- ✓ Setup, Shine, Surprise Methodology

4 weeks – four hours a week

\$97 AUD

https://sueellson.com/courses/linkedin-for-me-and-my-career-or-business

"Can I just say that as a person who has not had to look for a job in over 30 years this course is proving invaluable and I'm only onto the third section"

News



Quick Points

✓ acknowledge traditional owners of land

- ✓ this presentation is for people of all backgrounds and it is not professional advice for your personal circumstances
- ✓ slides will be emailed to all guests who registered to attend and **you can share** them
- ✓ assume varied level of knowledge and experience and can read. Information correct at time of publication
- ✓ please make notes this is like a dream, forget when you wake up!
- ✓ 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)
- ✓ find one way to say 'thank you' pro bono 10 hours work
- Follow on Social Media, LinkedIn Endorsement or Recommendation, Facebook or Google Review



LinkedIn for High Achievers

What is your main LinkedIn Purpose?

- 1 secure a work role
- 2 secure a promotion
- 3 build a business or enterprise
- 4 prepare and publish research
- 5 not sure, probably need to speak to a career specialist

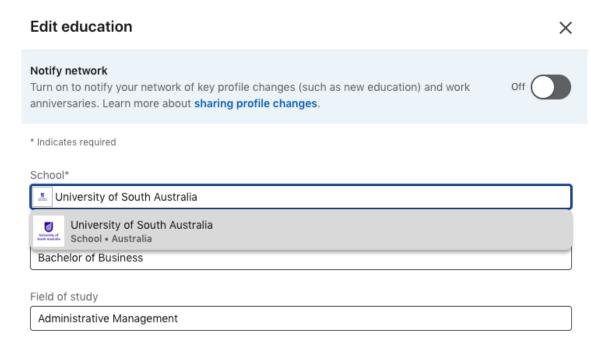




LinkedIn for High Achievers

- 1. How to showcase your UniSA Education
- 2. How to showcase your UniSA Employment
- 3. What is an achievement?
- 4. Where can you include your achievements?
- 5. LinkedIn Profile Essentials backup, statistics, settings, sections
- 6. LinkedIn Page Essentials multiple sections
- 7. Engagement Essentials reactions, comments, endorsements, recommendations
- 8. Publishing Essentials posts, articles, newsletters
- 9. Favourite Hacks
- 10. Questions and Answers

1.1 Ensure you have chosen UniSA from the Drop Down Box in the Education Section



Start date

February -		1993	
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End date (or expected)

Delete education

← Education

1.2 Ensure you have included your Subjects (and Topics if relevant) in the Education Section

University of South Australia **1** Bachelor of Business, Administrative Management Feb 1993 - Aug 2000 Grade: Top 15% of Undergraduate Students, Above Credit Average Activities and societies: Administrative Management Student and Staff Course Committee Committee Member - 1999, Pro Vice Chancellor's Merit List - April 1999, Member Golden Key National Honour Society - May 1998, Dean's Merit List - March 1998 Subjects > Accounting 1 & 2 > Administrative Management 1 Management Principles > Administrative Management 2 Human Resource Management > Administrative Research Project > Administrative Systems Management > Business Communication 1 & 2 > Business Communication and Negotiation > Business Ethics > Business Information Systems > Buver and Consumer Behaviour > Communication and the Media > Contemporary Accounting Information Systems > Data Management for Administrators > Economic Foundations > Focus on Children 0 -3 (Broadening Education Subject) > Information Systems for Management > Introduction to Law > Introduction to Marketing Management > Managing Change in Organisations > Office Information Systems 1 & 2 > Quantitative Methods for Business Topics > Governance > Risk > Compliance Completed remotely by correspondence (paper and fax). Established in 1856, UniSA is an innovative, world-class institution built on teaching, learning and research excellence. https://www.unisa.edu.au

Skills: Business Strategy - Human Resources (HR)



Study On Demand with UniSA Online Our 100% online, career-focused degrees give you full control and ultimate flexibility over your study. Access online student support seven days a week, plan your study...



1.3 Include a Description of UniSA and add in any Media in the Education Section

Education

University of South Australia Bachelor of Business, Administrative Management

Feb 1993 - Aug 2000

Grade: Top 15% of Undergraduate Students, Above Credit Average

Activities and societies: Administrative Management Student and Staff Course Committee Committee Member - 1999, Pro Vice Chancellor's Merit List - April 1999, Member Golden Key National Honour Society - May 1998, Dear's Merit List - March 1998

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Subjects

- > Accounting 1 & 2 > Administrative Management 1 Management Principles > Administrative Management 2 Human Resource Management > Administrative Research Project > Administrative Systems Management > Business Communication 1 & 2 > Business Communication and Negotiation > Business Ethics > Business Information Systems > Buver and Consumer Behaviour > Communication and the Media > Contemporary Accounting Information Systems > Data Management for Administrators > Economic Foundations > Focus on Children 0 -3 (Broadening Education Subject) > Information Systems for Management > Introduction to Law > Introduction to Marketing Management > Managing Change in Organisations > Office Information Systems 1 & 2
- Topics > Governance > Risk

> Compliance

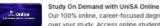
Completed remotely by correspondence (paper and fax)

Established in 1856, UniSA is an innovative, world-class institution built on teaching, learning and research excellence.

https://www.unisa.edu.au

> Quantitative Methods for Business

Skills: Business Strategy - Human Resources (HR)



Our 100% online, career-focused degrees give you full control and ultimate flexibility over your study. Access online student support seven days a week, plan your study...



1.4 Post Nominals in About Section

- List after your name in the About Section but NOT after your name in the Name Section

Sue Ellson BBus GK MPC PCDAA ASA WV MEdPlus AWS

About

...

Sue Ellson GK BBus MPC PCDAA ASA WV MEdPlus AWS sueellson@sueellson.com +61 402 243 271 https://sueellson.com/about https://sueellson.com/clients Personalised Professional Services at https://sueellson.com/services-and-pricing

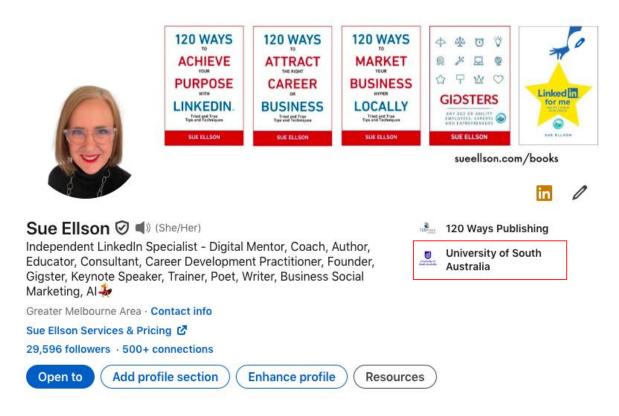
...see more

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1.5 Highlighted Education Provider Top Right underneath Banner



Edit intro	×
Education	
Please select	_
 University of South Australia Multiple Training Providers, Professional Associations, Expert Workshops TMG College Australia TAFE SA Henley High School Wirreanda Secondary School Mental Health First Aid Australia (MHFA) Real Estate Institute of Victoria (REIV) 	
Location	
Country/Region*	
Australia	

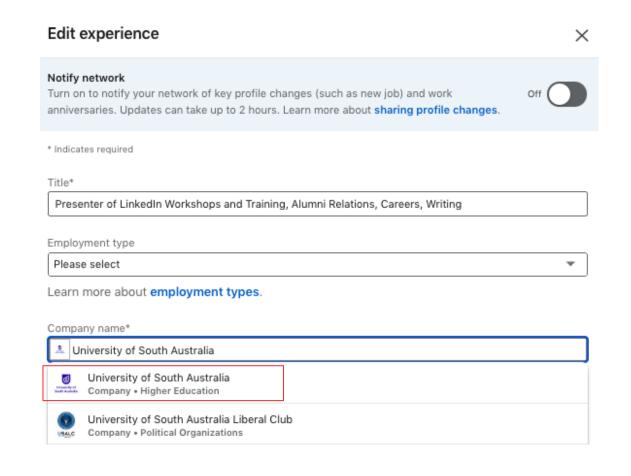
3126

City*

Greater Melbourne Area

-

2.1 If Employed by UniSA, choose Employer from Drop Down Box in the Experience Section



2.2 Include a Description of UniSA and add in any Media in the Employment Section

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Experience \leftarrow

rf.

Presenter of LinkedIn Workshops and Training, Alumni Relations, Careers, Writing University of South Australia Sep 2015 - Present · 9 yrs 4 mos Greater Adelaide Area

Achievements

> invited to provide a variety of workshop formats including master classes, workshops, presentations > promoted the events to a wider audience through my own business networks, event listings, media releases

- > received extremely positive feedback from organisers and participants
- > invited to broadcast workshops to regional campuses and provide virtual workshops
- > followed up with additional advisory and training services to alumni team on how to use LinkedIn as a university (including Groups) but also to reach out to alumni for further engagement
- > provided advice on managing a LinkedIn Personal Profile
- > consulted to support alumni events in Melbourne and a future UniSA podcast
- > donated digital and paperback books to UniSA library
- > supported Careers Team with resources for sharing with students and alumni
- > invited to provide written content for alumni digital newsletter

Tasks

> provide bespoke LinkedIn workshops for University of South Australia students, staff and alumni

Established in 1856, UniSA is an innovative, world-class institution built on teaching, learning and research excellence.

https://unisa.edu.au

Skills: LinkedIn Training · Linkedin Marketing · Alumni Relations · Training



How LinkedIn can help you build relationships to achieve your goals Includes top 10 LinkedIn Tips https://unisa.edu.au/connect/alumninetwork/news/archive/2023/issue5/how-linkedin-can-help-you-build-relationships...

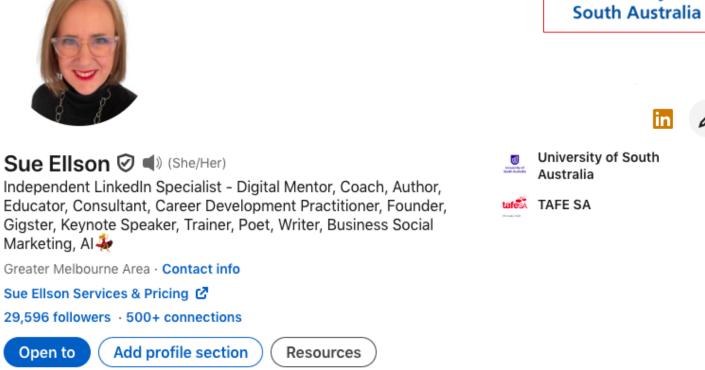
Established in 1856, UniSA is an innovative, worldclass institution built on teaching, learning and research excellence.

2.3 Contact Info – Website Link

		48/
Birthday		
Month	▼ Day	
Website		
Website URL		
https://unisa.edu.au/		

2.4 Profile Banner – Logo on Top Right Hand Side – 1584 x 396 pixels





University of

20

2.5 Selected Employer – Above Education on Top Right Hand Side





Independent LinkedIn Specialist - Digital Mentor, Coach, Author, Educator, Consultant, Career Development Practitioner, Founder, Gigster, Keynote Speaker, Trainer, Poet, Writer, Business Social Marketing, AI

Greater Melbourne Area · Contact info

Sue Ellson Services & Pricing 🗹

29,596 followers · 500+ connections



ion) (Resources



University of South Australia

Australia

<u>+</u>21

3. What is an achievement?

Anything you have done particularly well

Anything you have done over and above your initial requirements

Do not include commercially sensitive information (percentages okay)

Write them in past tense (have been completed)

Stating details does not equal bragging

https://www.linkedin.com/pulse/how-write-addachievements-your-linkedin-profile-sue-ellson

This link also includes words you can use to describe your achievements.

Experience

Presenter of LinkedIn Workshops and Training, Alumni Relations, Careers, Writing

University of South Australia Sep 2015 - Present · 9 yrs 4 mos Greater Adelaide Area

Achievements

- > invited to provide a variety of workshop formats including master classes, workshops, presentations> promoted the events to a wider audience through my own business networks, event listings, media releases
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https://unisa.edu.au

Skills: LinkedIn Training · Linkedin Marketing · Alumni Relations · Training



How LinkedIn can help you build relationships to achieve your goals Includes top 10 LinkedIn Tips https://unisa.edu.au/connect/alumninetwork/news/archive/2023/issue5/how-linkedin-can-help-you-build-relationships...

4. Where can you include your achievements?

Priority Sections

Experience Volunteer Honors & awards

Other Sections

About Projects Test Scores Demonstrate Skills (in Skills Section)

Implied Achievements

Skill Endorsements Recommendations (Given and Received) Licenses and Certifications / Organizations (where you list your professional memberships)

5. LinkedIn Profile Essentials – backup, statistics, settings, sections

Demonstration

Backup – More/Resources Button (Save to PDF) and Get a Copy of your Data https://www.linkedin.com/mypreferences/d/download-my-data

Statistics – 100+ Views per 90 days

- 50+ Search appearances per seven days
- 60+ or 500+ Connections and more Followers than Connections
- 6+ Given and 6+ Received Recommendations
- 20+ endorsements for your top Skills
- -3+ actions per week https://www.linkedin.com/dashboard

Settings – Selective Visibility, Advertising and Notifications, edit public URL https://www.linkedin.com/public-profile/settings

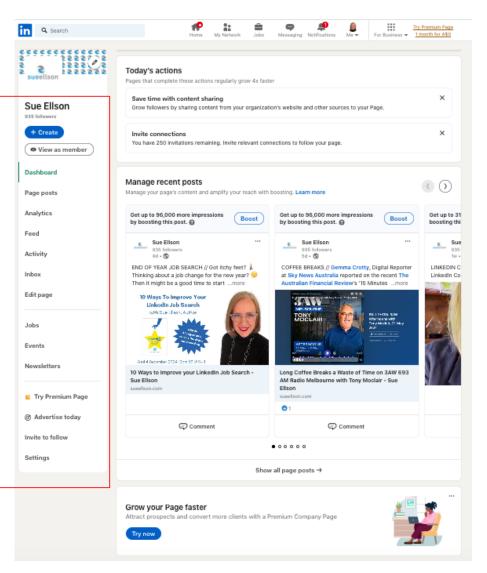
Edit your custom URL
 Personalize the URL for your profile.
 www.linkedin.com/in/sueellson

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

Sections – Complete as many as possible but in particular, the headline https://www.linkedin.com/pulse/linkedin-headline-formula-label-keywords-interest-sue-ellson

6. LinkedIn Page Essentials – multiple sections

Demonstration





7. Engagement Essentials – reactions, comments, endorsements, **recommendations** Sue Elison - You

Demonstration

https://www.linkedin.com/feed/updat e/urn:li:activity:7244589010440912897

https://sueellson.com/blog/10-ways-toimprove-your-linkedin-engagement

Recommendations – written, can be used in court - met, observed, wish well Independent Linkedin Specialist - Digital Mentor, Coach, Author, Educat. mars 10

UNSUCCESSFUL JOB APPLICATION // It is really difficult when you apply for a job and miss out 😔 - especially if it was a job that you really wanted. 😌 Sometimes, there are no reasons why and nothing you could have done that would have changed the outcome.

However, other times, it may be because you were not using suitable job search skills.

Or you relied on out-of-date advice from well-meaning friends, family or colleagues.

Or perhaps you made a rookie mistake.

Or forgot to mention something vital.

Or you last your mola.

Either way, here are 30 reasons I have put together that may help you identify what could work in the future.

There are many career specialists listed on the Career Development. Association Australia website that can provide professional assistance to you.

It could make all the difference.

If you have any other 'reasons' to add, please do so in the Comments below and share your wisdom with others!

#sueellson #unsuccessful #jobs #careers



Why Your Job Application Was Unsuccessful Sos Ellson on LinkedIn + 5 min read Why Your Job Application Was Unsuccessfully Sue ElsonThe skills for applying for a job at CSO Tania Sacco and 34 others 23 comments - 2 reposts



8. Publishing Essentials – posts, articles, newsletters

Demonstration - Posts, Articles, Newsletters



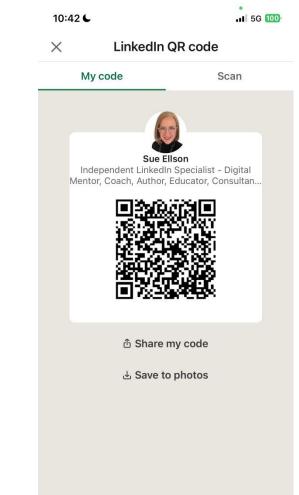
What do you want to talk about?

Start a pos	t		
Video	Photo	Write article	

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9. Favourite Hacks

- Verify your account with email not passport
- Add ALL email addresses to your LinkedIn account and turn on 2FA
- 🔔 Notification Bell Profiles and Pages to curate your Newsfeed
- Micro Credentials LinkedIn Learning (consider personal skills)
- Listen more than Speak (feed the algorithm beast)
- Away Message on Inbox if you have basic Premium
- Articles can be Search Engine Optimised and have lifetime value
- Create a Newsletter and all new Followers will be invited to Subscribe (no cost to distribute and only a notification, not an email)
- Connect with everyone you meet in person or online FROM NOW ON
- Create your own name website ie sueellson.com
- Aim to work close-to-home
- Coming soon video and multiple image banner
- Plenty more at <u>https://sueellson.com/linkedin-insight-webinars-and-recordings</u>



9. Favourite Hacks

Follow, Join, Notify

- <u>https://www.linkedin.com/school/university-of-south-australia</u> 182K Followers 129K Alumni
- <u>https://www.linkedin.com/school/uniofadelaide/</u> 185K Followers, 117K Alumni
- <u>https://www.linkedin.com/groups/90867</u> 8,169 Members
- <u>https://www.linkedin.com/groups/109122</u> 5,845 Members
- When did you join LinkedIn? Profile, More/Resources, About this Profile





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Where to from here?

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



10. Questions and Answers

How to say thank you

✓ Write a Review on Google <u>https://g.page/sue-ellson-author/review</u> (150 Google Reviews) or Facebook <u>https://www.facebook.com/sueellson2/reviews</u> (8 Reviews) Online <u>https://sueellson.com/reviews</u>

✓ Follow Sue Ellson's Socials or Contact directly https://sueellson.com/contact



Follow Socials / Contact



Google Review



Facebook Review



Online Review





Career Services

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E: careers@unisa.edu.au