LinkedIn For Humanists: Expanding Your Online Connections To Build A Personal Brand

Dr. Anne Dela Cruz, ASQ CQPM, CCMC, PMP, SCPM
Director, Diversity, Inclusion and Admissions
UCLA Graduate Division
Monday, May 9, 2016



Quick Poll

By show of hands, how many of you consider yourselves as the following:

- Career (industry/function) explorer
- Career (industry/function) enhancer
- Career (industry/function) changer



Agenda

- Why Network?
- Social Network Benefits
- Professional Social Networks
- LinkedIn Best Practices
 - Branding and Marketing (AKA Storytelling)
 - Research
 - Connecting
 - Sharing
- Other Web 2.0 Tools
- How To Get Started, Tips and Resources
- Q&A



Session Goals: During the "LinkedIn for Humanists" workshop, you will learn strategies to create or enhance your LinkedIn profile to be competitive for any career. In particular, the session will focus on crafting a strong summary statement and building out a profile.

What is LinkedIn?

LinkedIn is the world's largest professional network with more than 400 million members in 200 countries and territories around the globe. LinkedIn strives to connect the world's professionals to make them more productive and successful. When you join LinkedIn, you get access to people, jobs, news, updates, and insights that help you be great at what you do.¹

Pre-work before May 9th:

- Create an account.
 - a. https://www.linkedin.com/start/join?trk=whatis_join
- Start populating your profile.
 - Fill in as much information as you feel comfortable. You might start with your education and summary section.
 - If you already have an account, review your page to determine areas you
 would like to work on or build out in the future.
- In addition to viewing your profile on an electronic device, please also bring a printed copy/screenshot of your LinkedIn page on May 9th
- Send any questions you have or would like to be addressed at the session on May 9th to svaldovinos@grad.ucla.edu
- Optional: Find a profile on LinkedIn of someone in your industry/function that
 you found to have an informative and professional profile. Print out the profile or
 save the URL for the session.



How long does it take to make an initial impression when you first meet someone?



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Why Network?

Think: Reciprocity and Knowledge Sharing



Reasons for Networking

- Increase professional knowledge and expertise
- Share information
- Enable key connections and referrals
 - Mentors
 - Collaborators
 - Potential Employers
 - Colleagues
 - Others



• Build your personal brand



Develop a networking strategy

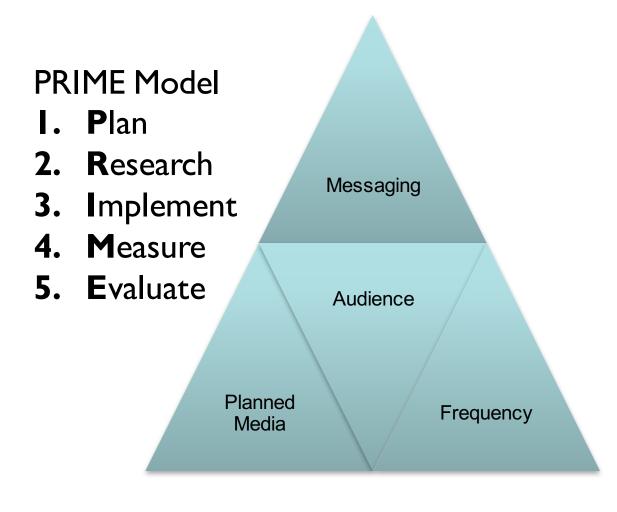
Define goals or objectives

Create outcomes and success metrics

Create an implementation and/or communication plan



Communication plan elements must be aligned



Five Elements of a Story Source:

http://thescriptlab.com/screenwriting/story/development/736-story-five-key-elements#

- I.The story is about somebody (character) with whom we have some empathy.
- 2. This somebody wants something very badly.
- 3. This goal is difficult, but possible to do, get, or achieve.
- 4. The story accomplishes maximum emotional impact and audience connection.
- 5. And the story comes to a satisfactory ending.

Personal Branding: How do you craft your story?

Marketing Ps	Branding You
Product/Positioning	Self-Assessment, Elevator Pitch, Positioning Statement
Place	Research and Targeting (Industry, Function, etc.)
Packaging	Resume/CV, Cover Letters, Business Cards, Website, Social Media, Personal Image, etc.
Promotion	Networking (In Person and Social Media) and Interviewing
Price	Funding opportunities and value proposition
Plan	Creating your personal marketing plan

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Personal Branding: What is your story?



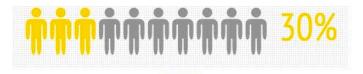
Know your value proposition (VP) to understand how to differentiate yourself.

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How do we network?

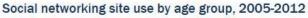
Percent of People Who Are **Comfortable Networking**



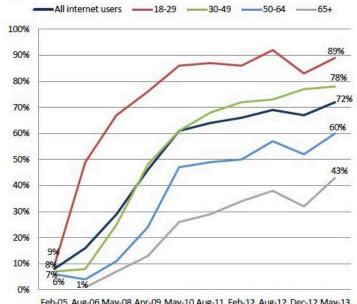
Think about diversity in your networks:

- Online
- In-Person

Percent of internet users using social media



% of internet users in each age group who use social networking sites



Feb-05 Aug-06 May-08 Apr-09 May-10 Aug-11 Feb-12 Aug-12 Dec-12 May-13

Source: Pew Research Center's Internet & American Life Project tracking surveys 2005-2013. Spring Tracking Survey, April 17 - May 19, 2013. N=1,895 adult internet users ages 18+. Interviews were conducted in English and Spanish and on landline and cell phones. The margin of error for results based on all internet users is +/- 2.5 percentage points.



Why Social Network?

- Builds your personal brand globally
- Virtual and accessible 24/7
- Enables you to share information to help others
- Be part of a virtual community, expanding beyond physical boundaries



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Social Networks































Professional Social Networks













tumblr.



Roles in Social Networking

Data Consumer

- Passive
- Knowledge Acquisition

Data Contributor

- Active
- Knowledge Sharing



LinkedIn Best Practices

- LinkedIn may be used for
 - Branding and marketing yourself
 - Researching people, industries, jobs
 - Connecting with people and groups
 - Sharing information



Refer to the annotated LinkedIn Profile for tips and best practices

Promoting Yourself with LinkedIn

- Your LinkedIn Profile allows you to
 - Target an audience in your current or desired field (think about purpose and objective – career search or networking)
 - Highlight valuable skill sets and actions (think transferrable skills)
 - Tell your story (education and experience progression)



LinkedIn Character Limits

- 1. Company Name: 100 maximum characters.
- 2. Professional Headline: 120 character limit.
- 3. Summary: 2,000 character limit.
- 4. Specialties: 500 maximum characters.
- 5. Website Anchor Text: 30 maximum characters.
- 6. Website URL: 256 maximum characters.
- 7. Position Title: 100 characters.
- 8. Position Description: 200 minimum and 2000 maximum characters.
- 9. Interests: 1,000 Characters
- 10. Phone number: 25 character limit (Viewable only to 1st degree connections if populated).[link removed] (Instant message): 25 character limit (Viewable only to 1st degree connections if populated).
- 11. Address: 1000 character limit (Viewable only to 1st degree connections if populated).
- 12. Skills: You may add up to 25 skills using 61 characters per skill.
- 13. LinkedIn Status Update: You can use up to 700 characters unless you want to update your Twitter status at the same time. Twitter® updates are limited to 140 characters. If you go over the 140-character limit, only the first 140 characters will be visible on Twitter.

Note: Information as of 12/2013

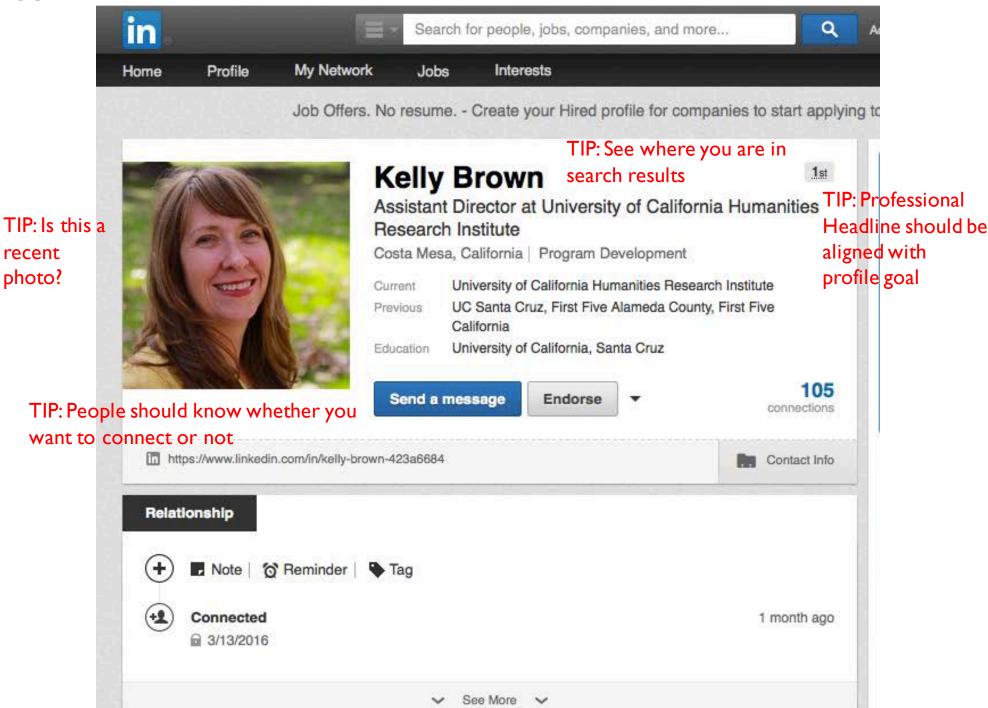
https://community.linkedin.com/questions/4568/maximum-characters-counts-for-2013.html



Quick Poll

When you were setting up your profile, did you have the following available:

- Resume or CV
- Examples of LinkedIn profiles you thought were good examples
- Job descriptions of positions you are targeting



Background



Experience

For each of the experience items, are there key projects and/or accomplishments to briefly highlight?

Assistant Director

University of California Humanities Research Institute March 2015 – Present (1 year 3 months)



Research Programs Manager

University of California Humanities Research Institute September 2012 – Present (3 years 9 months)



Graduate Teaching Fellow and Assistant

UC Santa Cruz

September 2004 - June 2011 (6 years 10 months)



Community Grants Associate

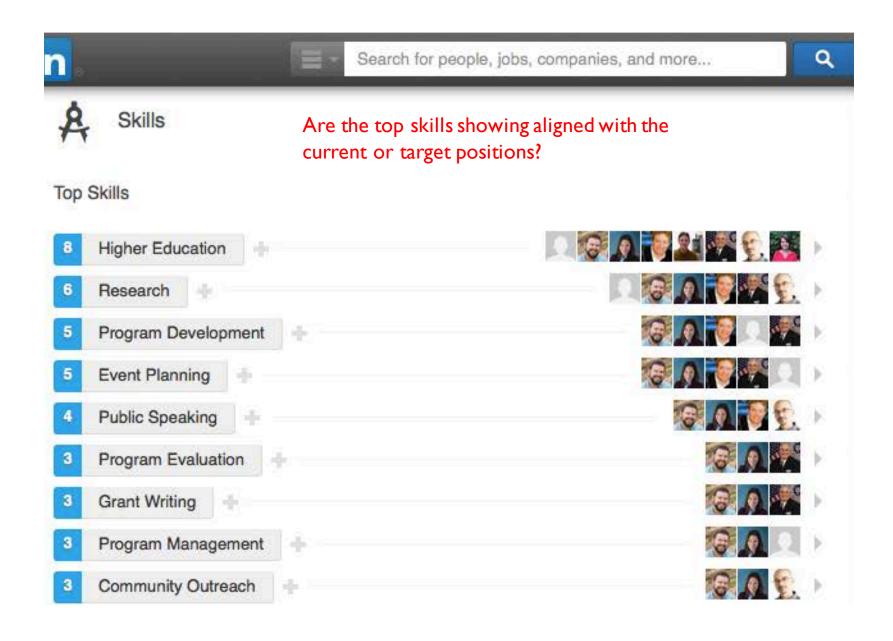
First Five Alameda County

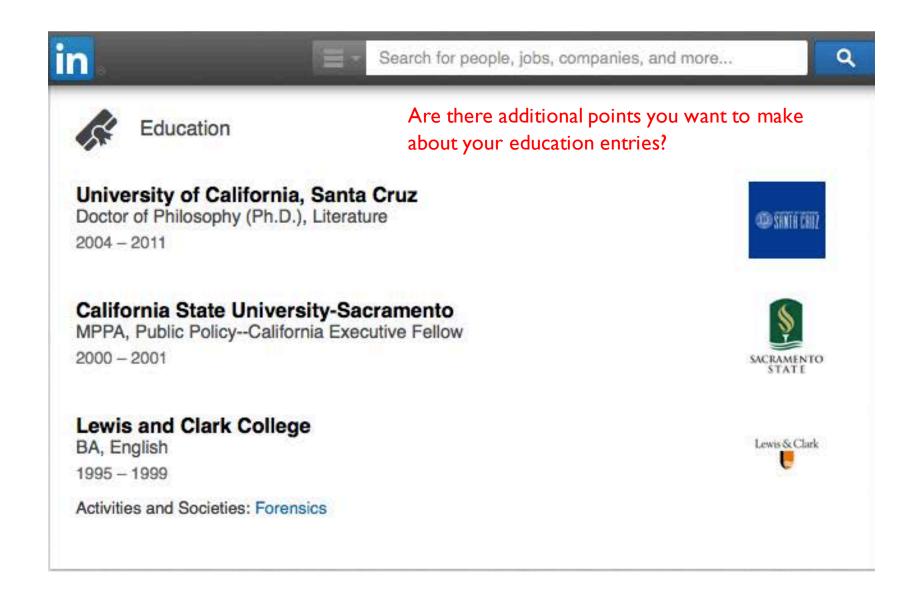
March 2003 - August 2004 (1 year 6 months)

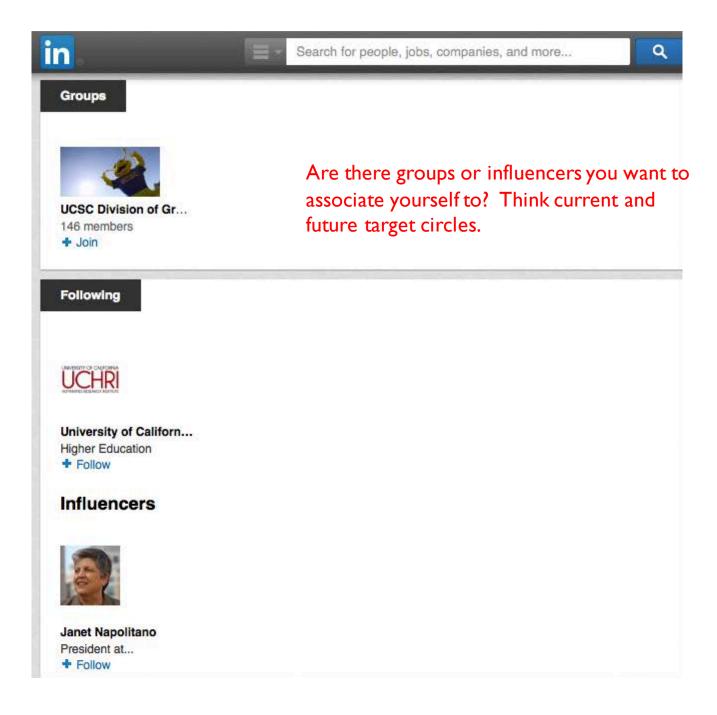
California Executive Fellow

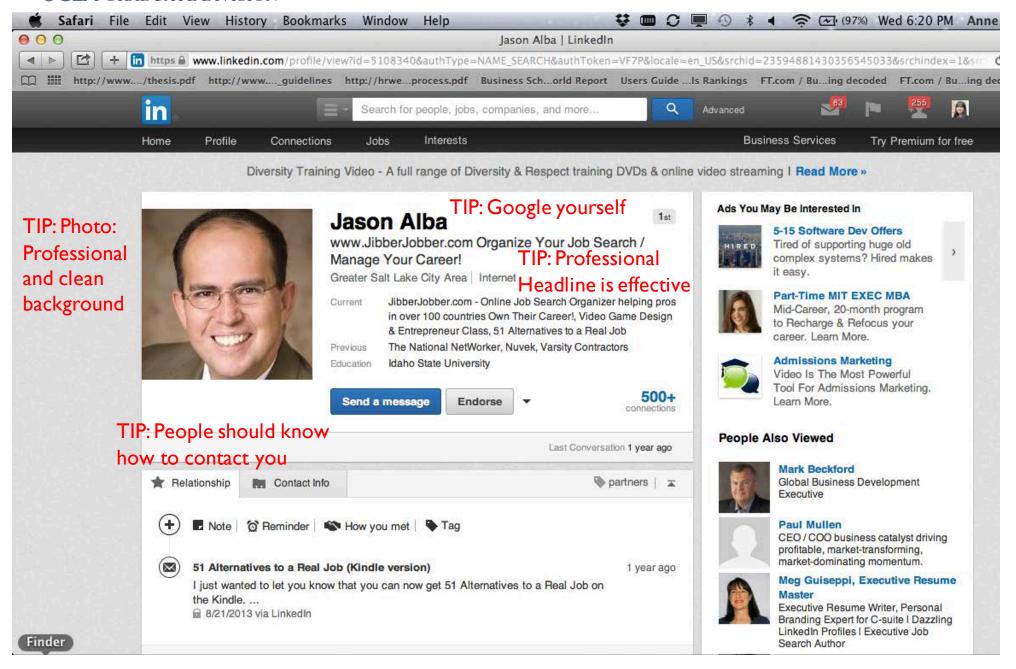
First Five California

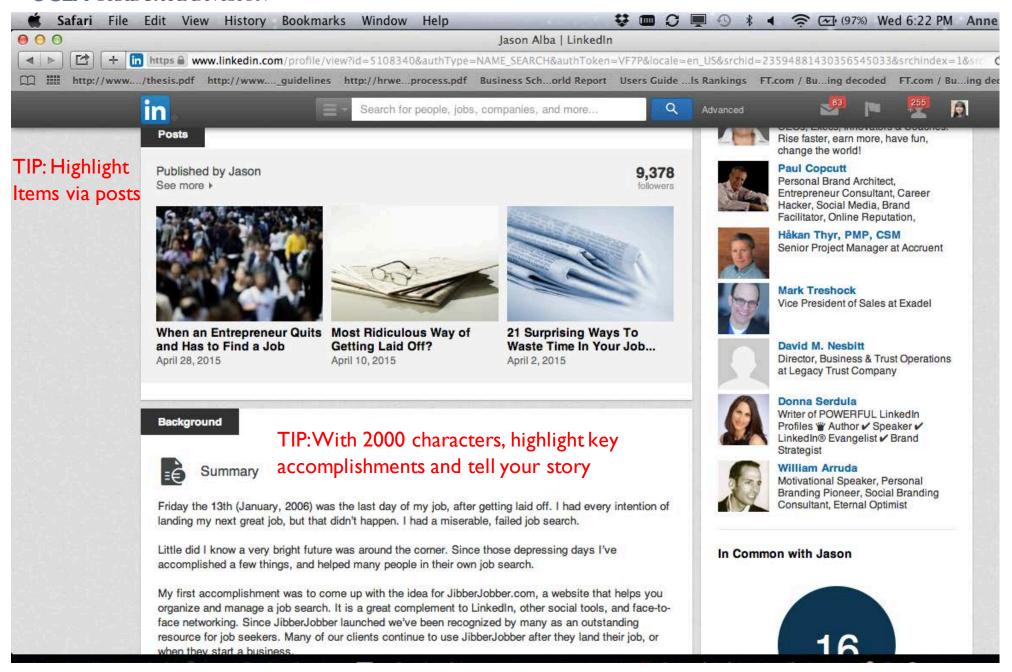
August 2000 - August 2001 (1 year 1 month) | Sacramento, CA







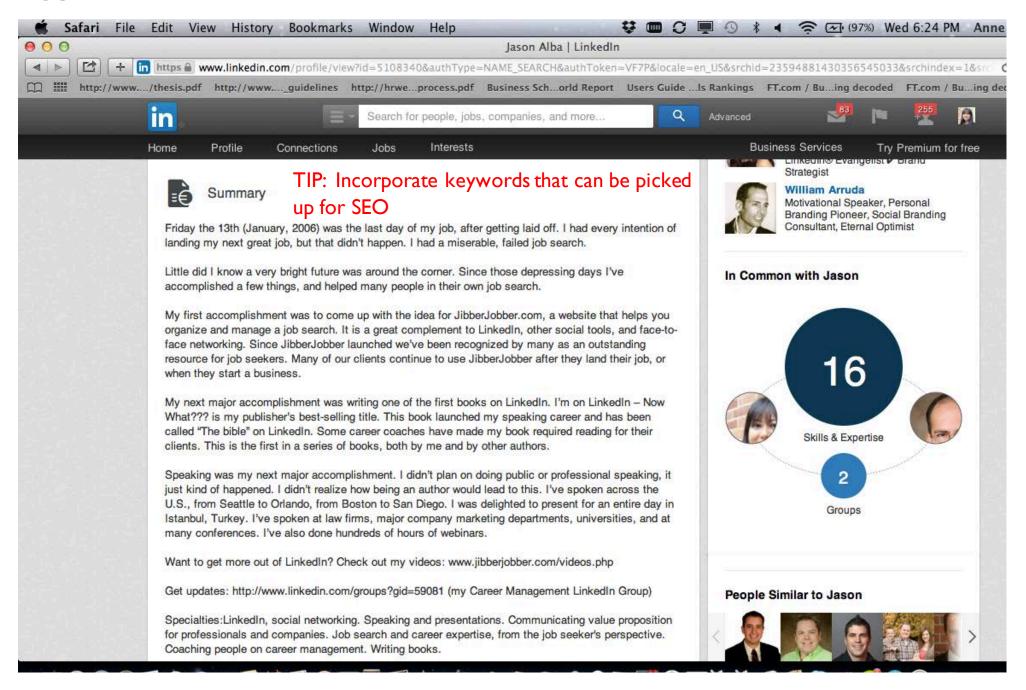






Summary Statements

- Summary statements are like your elevator pitches/positioning statements of your LinkedIn Profile
- The statements may include:
 - Brief introduction/info something about you
 - Highlight of key accomplishments that are tied to major skills or competency areas
 - Where people can get more information about you
 - How they can connect and/or follow you
 - Your value proposition/what looking to do next



Activity

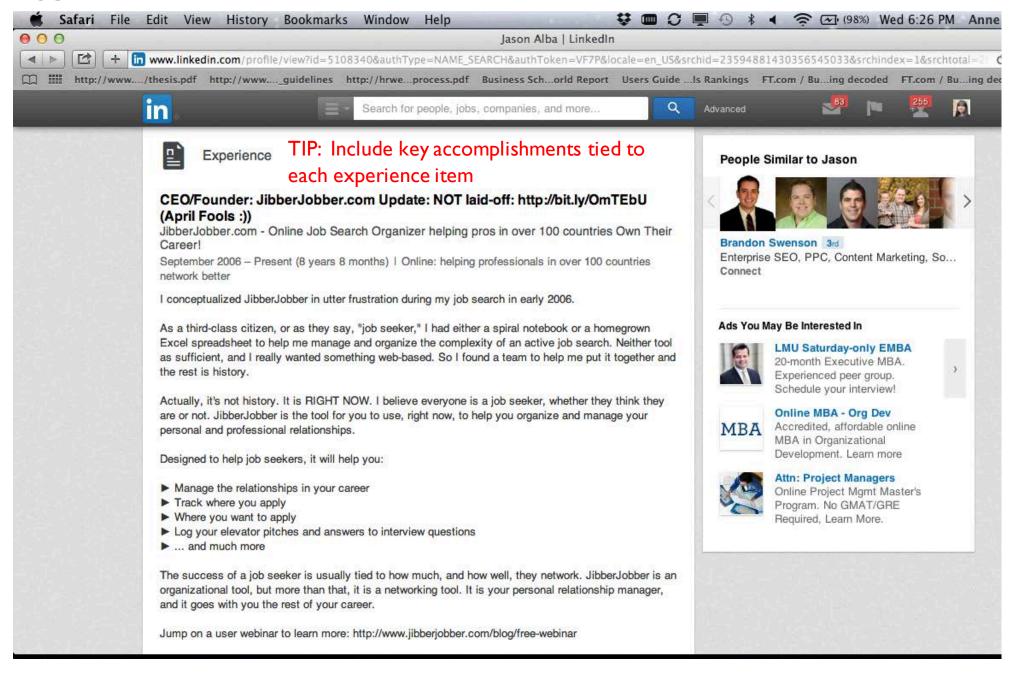
- Utilize the worksheet provided to begin crafting your summary statement which may include (10 minutes)
 - Brief introduction/info something about you
 - Highlight of key accomplishments that are tied to major skills or competency areas
 - Where people can get more information about you
 - How they can connect and/or follow you
 - Your value proposition/what looking to do next
- Pair up with someone sitting next to you to share what you have and get feedback. Take turns. Each person will have 5 minutes to share their work and to seek feedback.



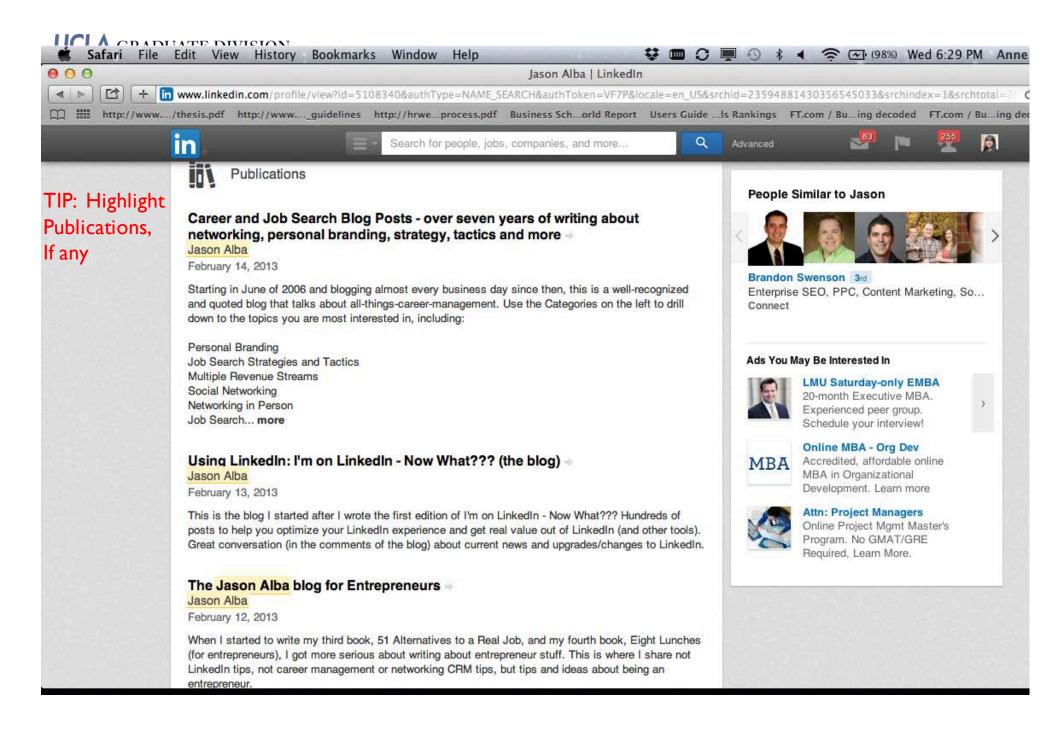
Poll

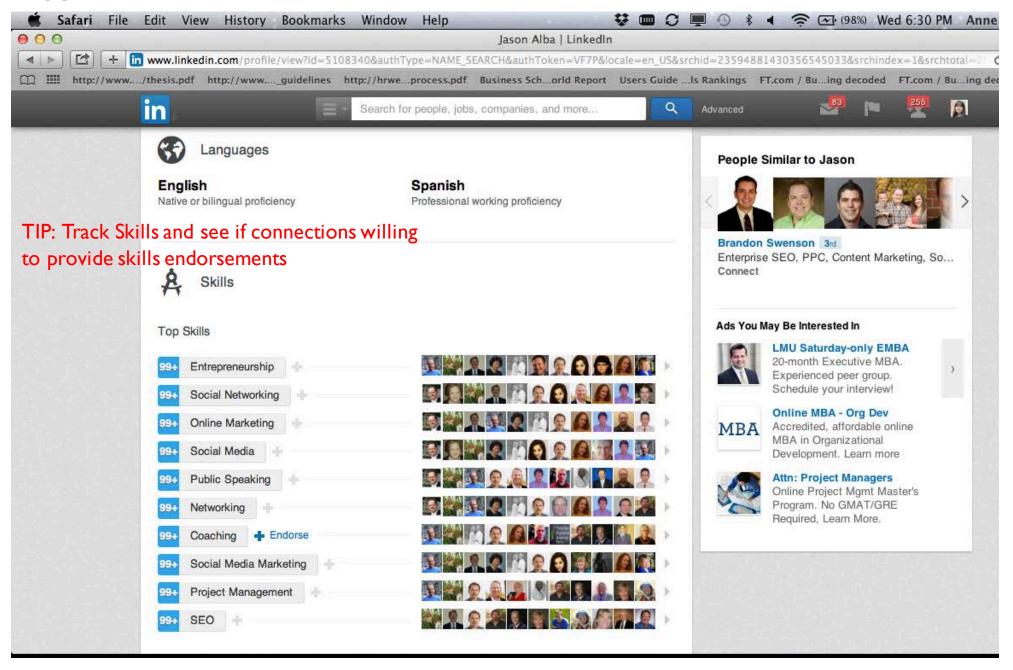
What was the experience of creating summary statement like for you?

- Easy
- Hard



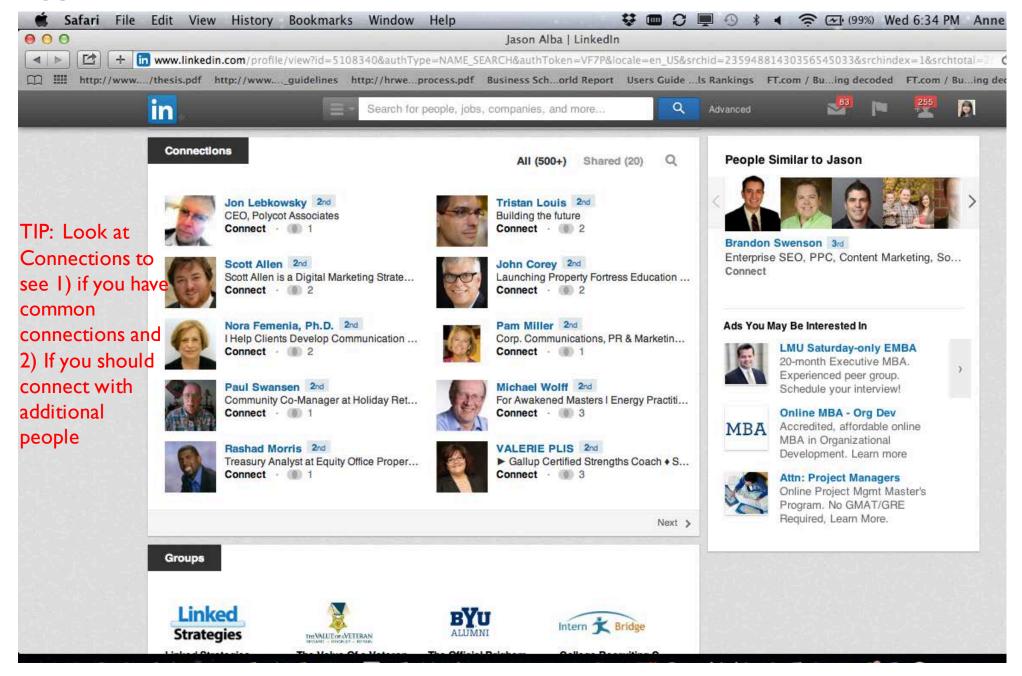


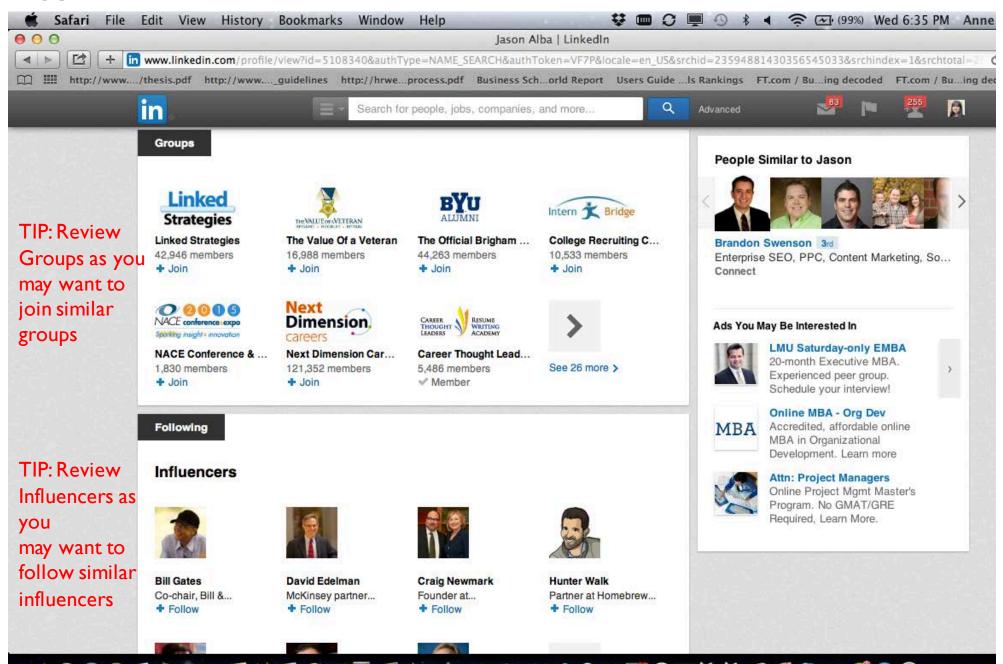


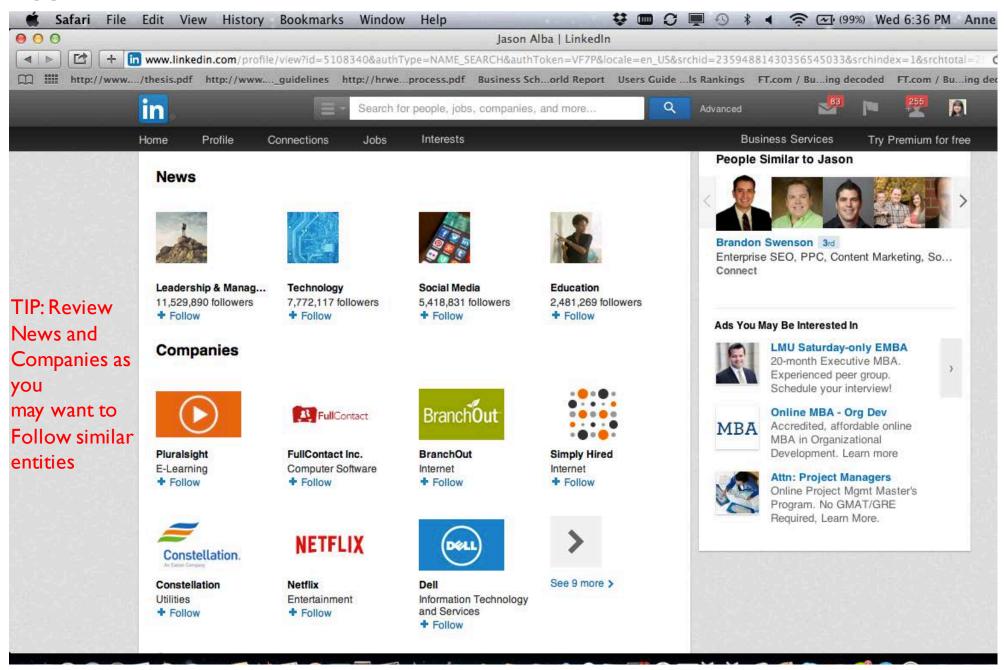










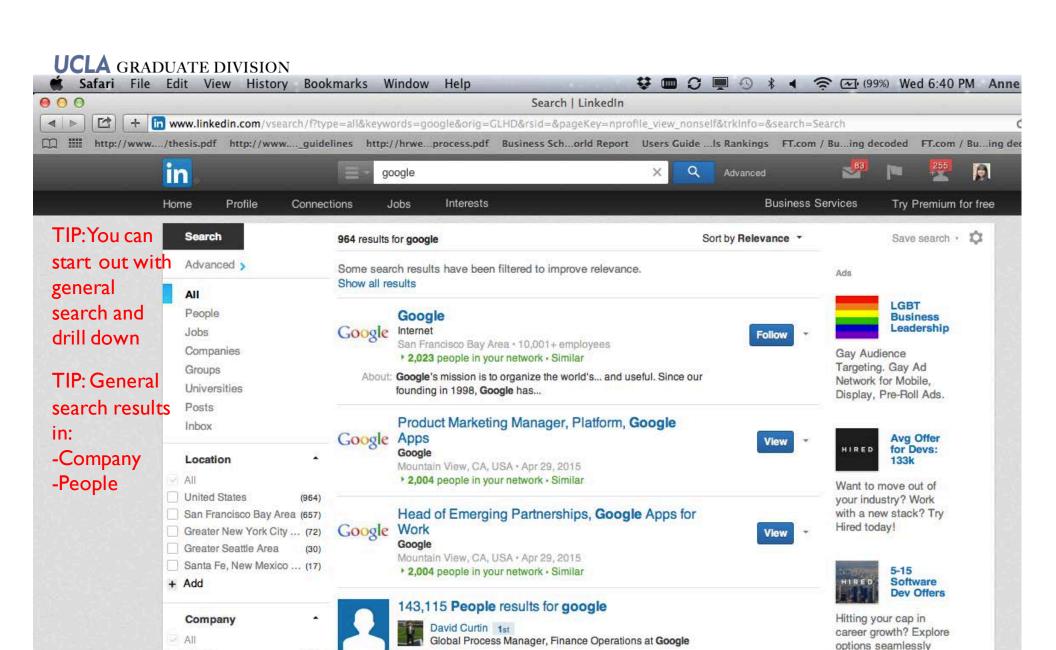




Branding and Marketing Yourself

- Ensure you have a professional photo
- Make sure your professional headline addresses your value proposition
- Pick key accomplishments to highlight in your summary
- Keep position title and information updated
- Provide contact information

Tip: Get feedback from others about your LinkedIn profile.



Ivana Tay 1st

Anna Min 1st

Associate Account Strategist at Google

Global Payments Partner Manager

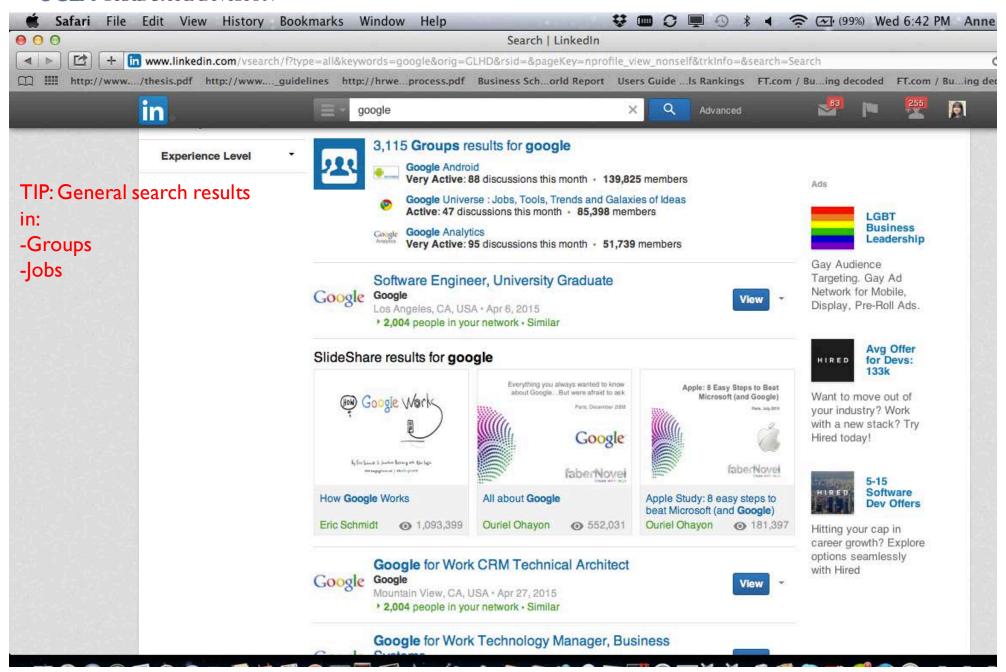
with Hired

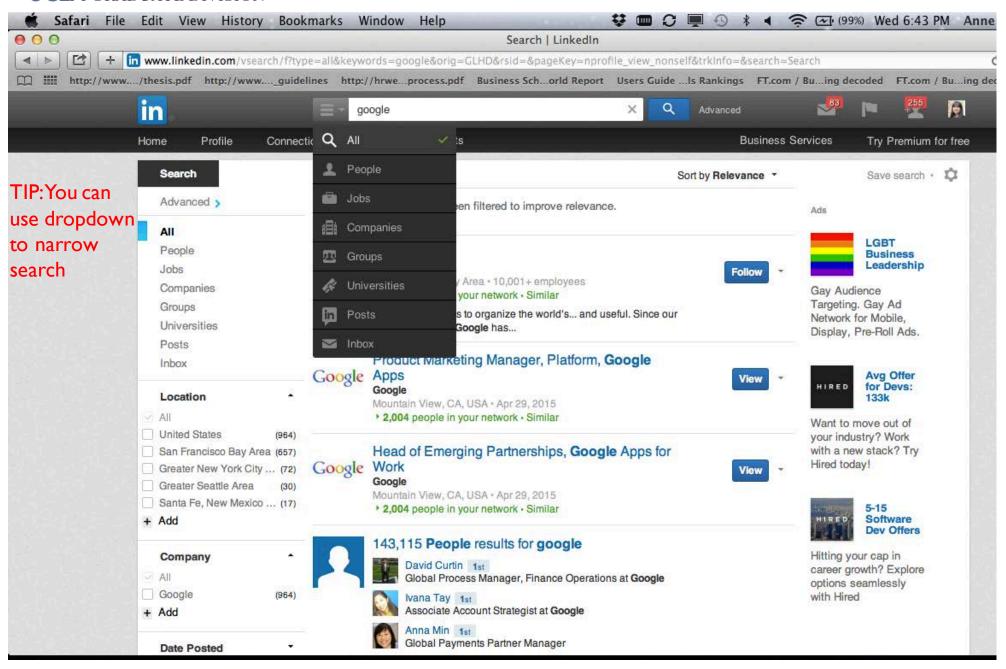
Google

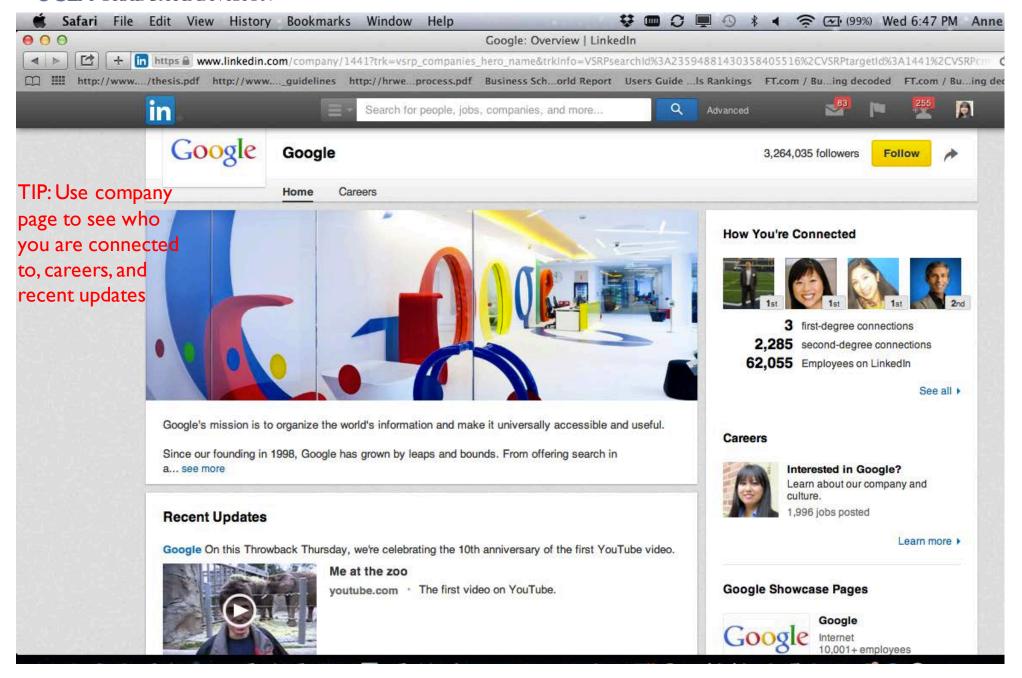
Date Posted

+ Add

(964)









Researching With LinkedIn

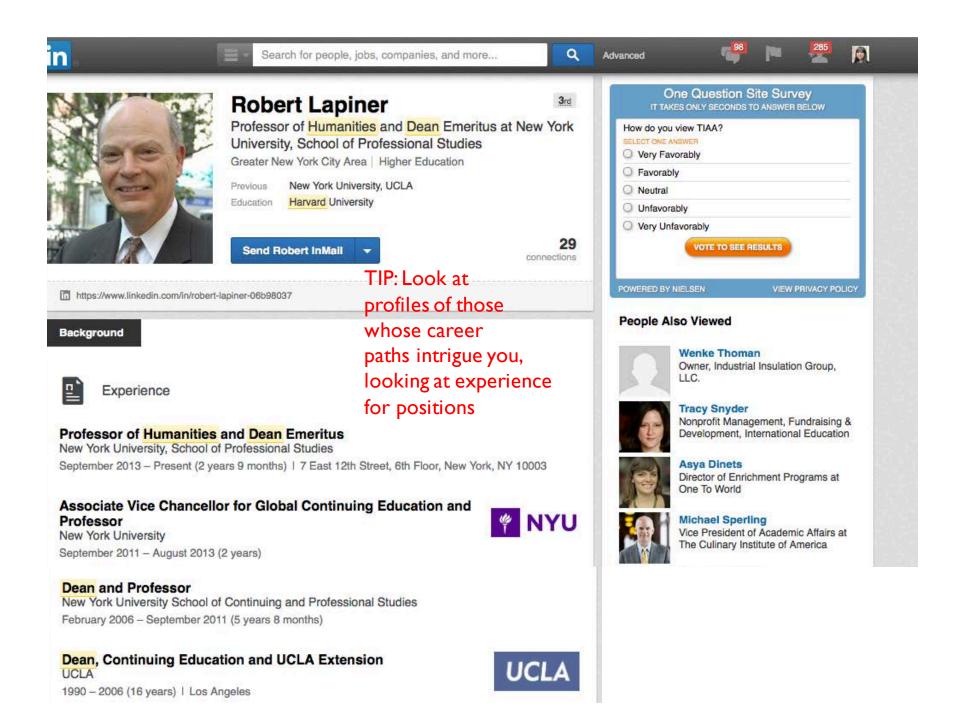
- Researching on LinkedIn provides information on:
 - People
 - Companies
 - Groups
 - Jobs

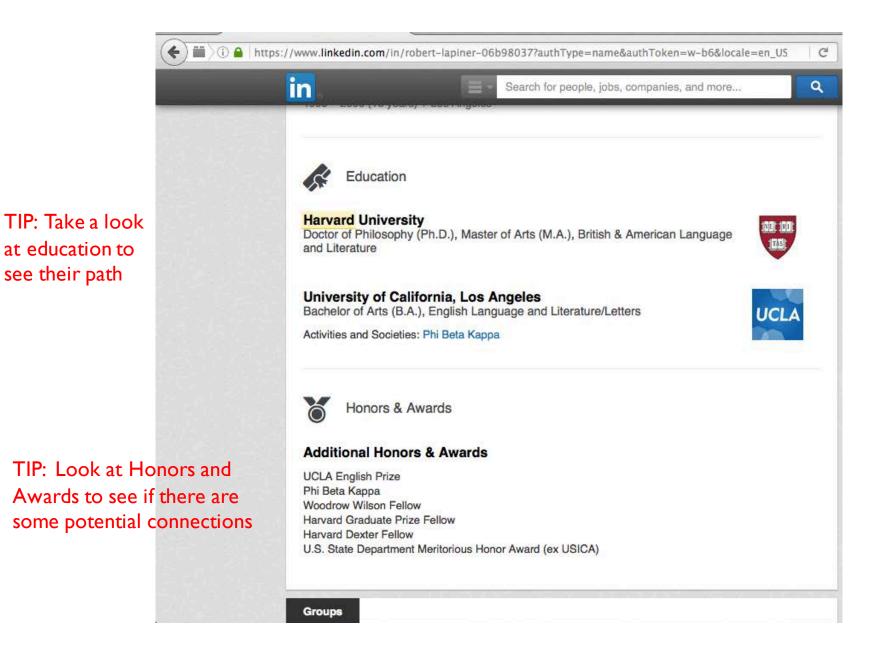
Tip: Start out with a general search and drill down to more details.

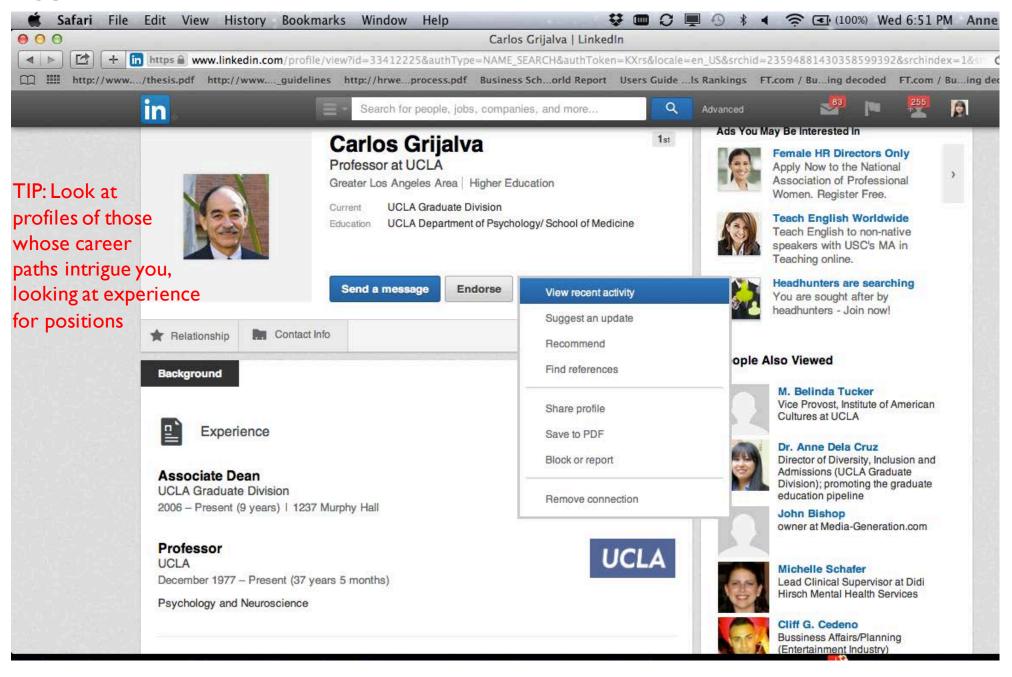


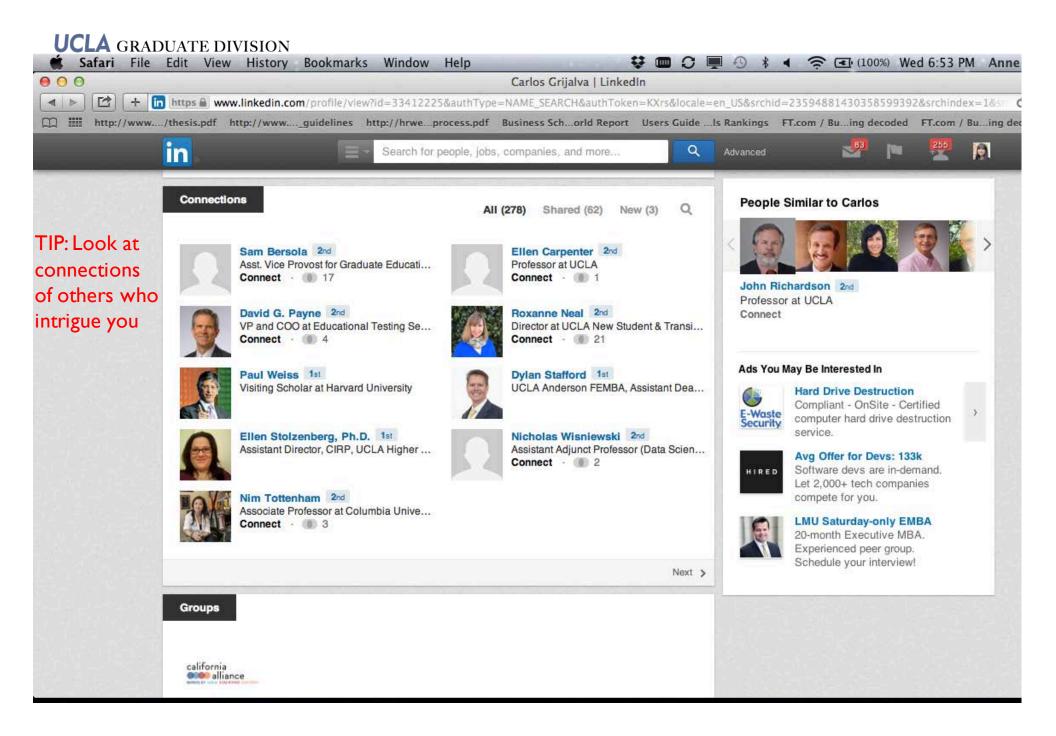
How To Research Jobs

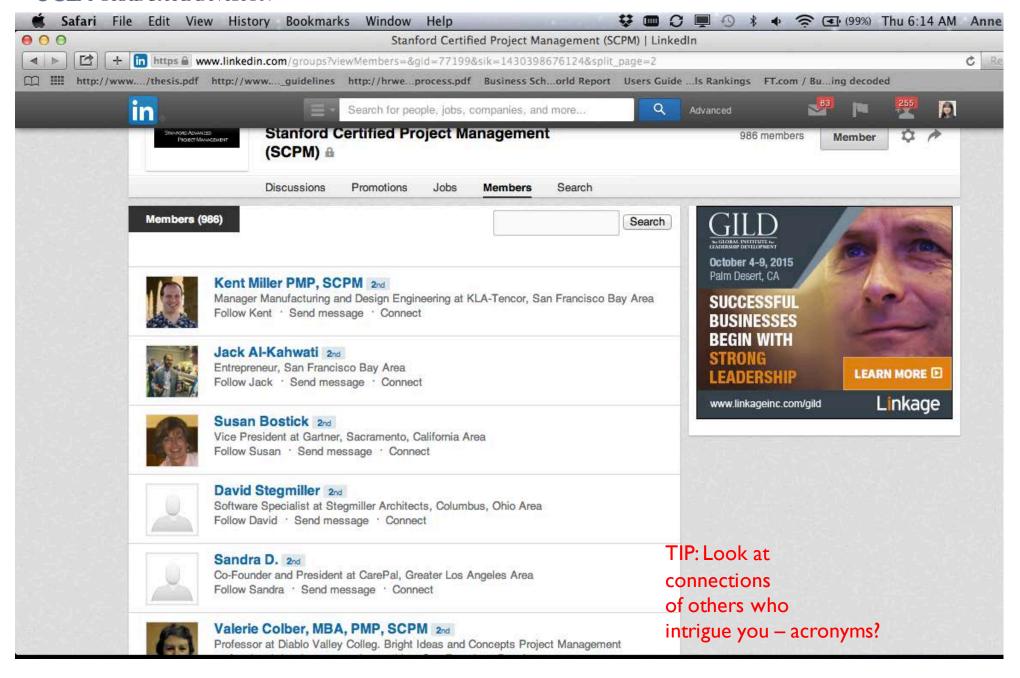
- Use your alumni databases to identify individuals in roles of interest to you
- Speak to those in your network to help identify individuals you may want to meet in industry/functions of interest
- Use the "People" search in LinkedIn to identify the career path and education of individuals in positions you are interested in
- Look at LinkedIn to not only see positions of interest but who may be in your network with a connection
- Look at various job boards
- Conduct informational interviews

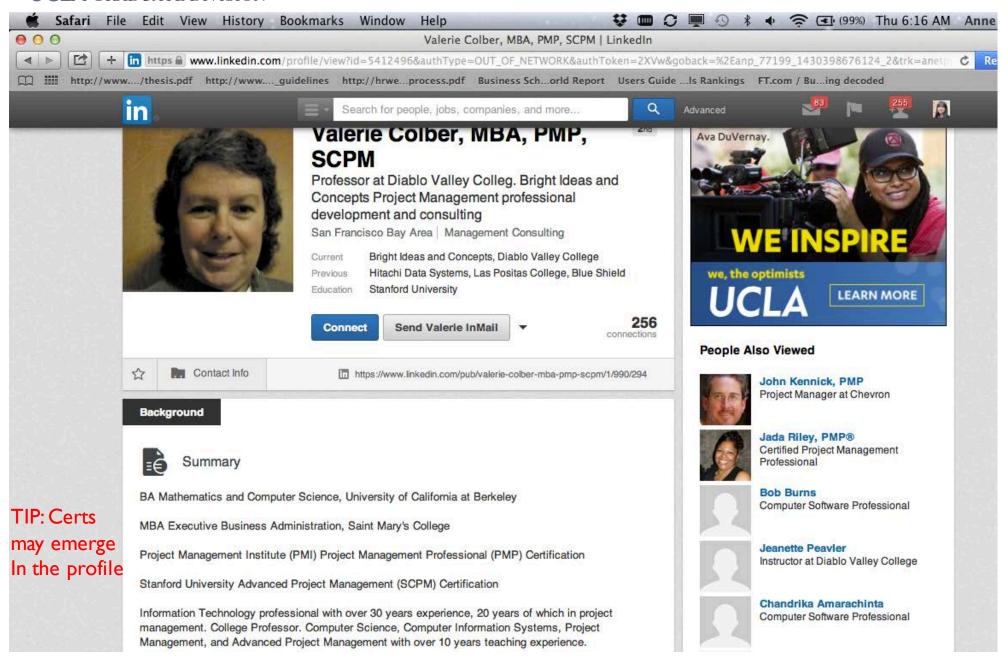










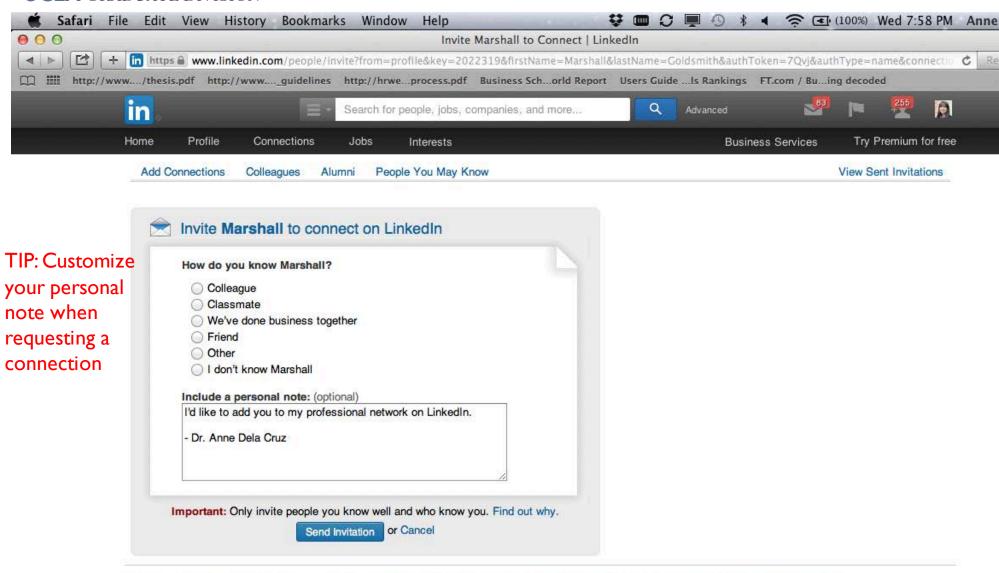




Connecting With People

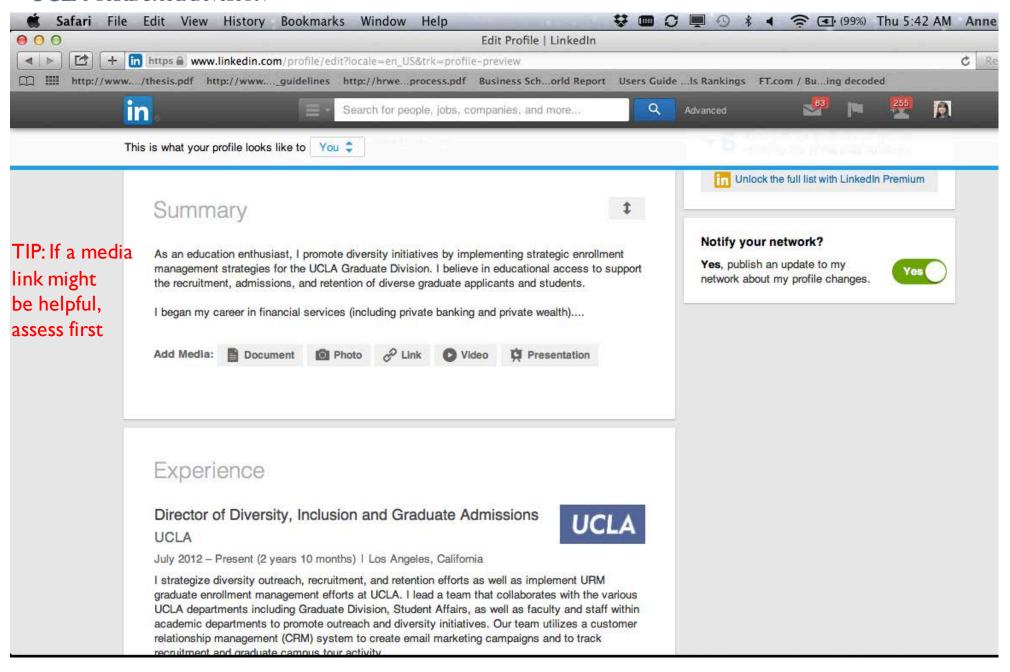
- You can connect with people:
 - Directly by adding a connection
 - Through a group
 - Sharing profile
 - InMail Connections

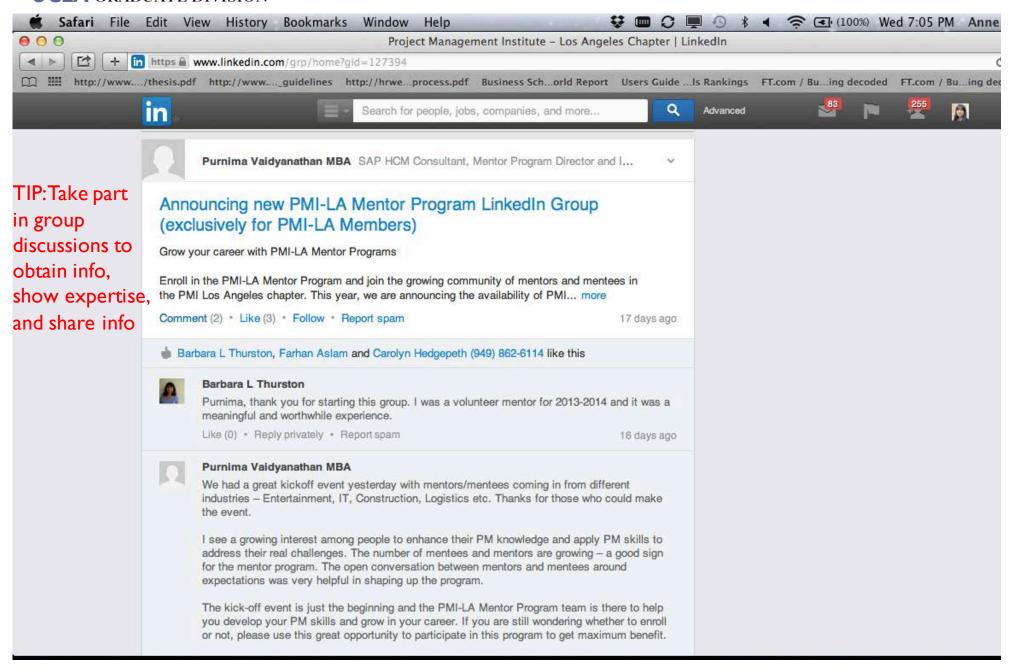
Tip: Don't use the generic message when requesting a connection. Customize it.



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Help Center | About | Careers | Advertising | Talent Solutions | Sales Solutions | Small Business | Mobile | Language | Upgrade Your Account







Sharing Information on LinkedIn

- Adding rich content to your profile pages
- Participating in group discussions
- Responding and liking home feed items and interests

Tip: How would you like to highlight your expertise? Use that framework to determine how you will engage online.



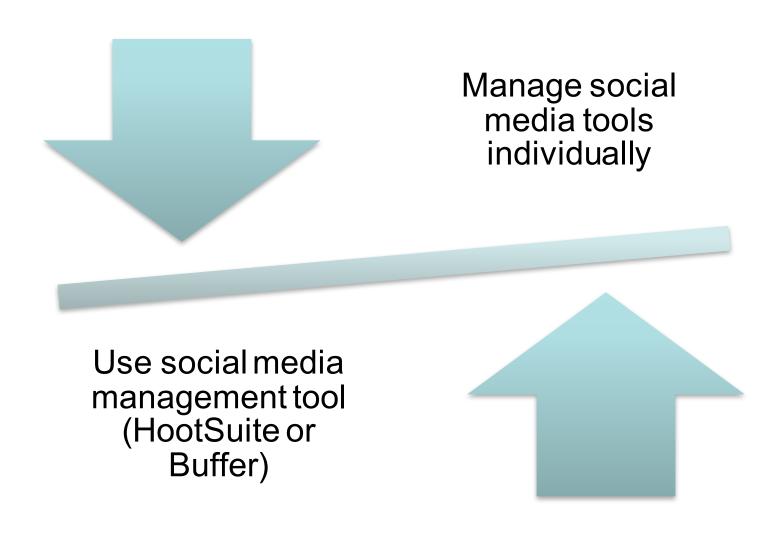
Accomplishment Statement Refresher

Situation + Action + Result + Metric = Accomplishment

Component	Question
Situation or Problem	What is the situation or problem?
Action	What action did I take? Why was my involvement relevant?
Result	What was the result and why does it matter?
Metrics	Do I have any metrics to support the result or to demonstrate impact?



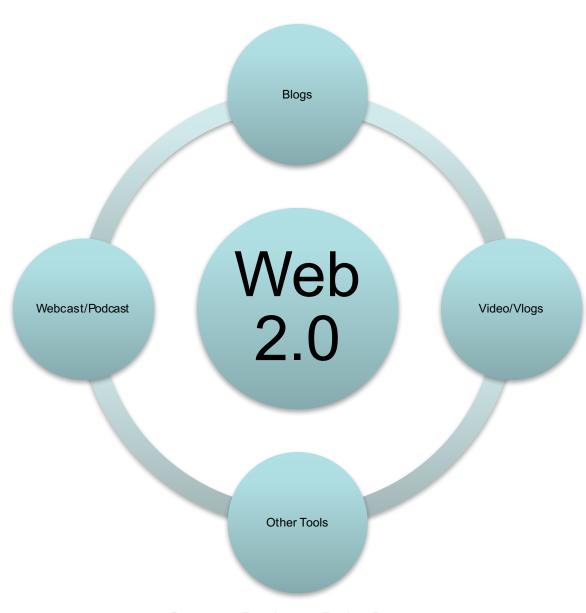
How To Manage Social Media Accounts



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Other Web 2.0 Media Tools



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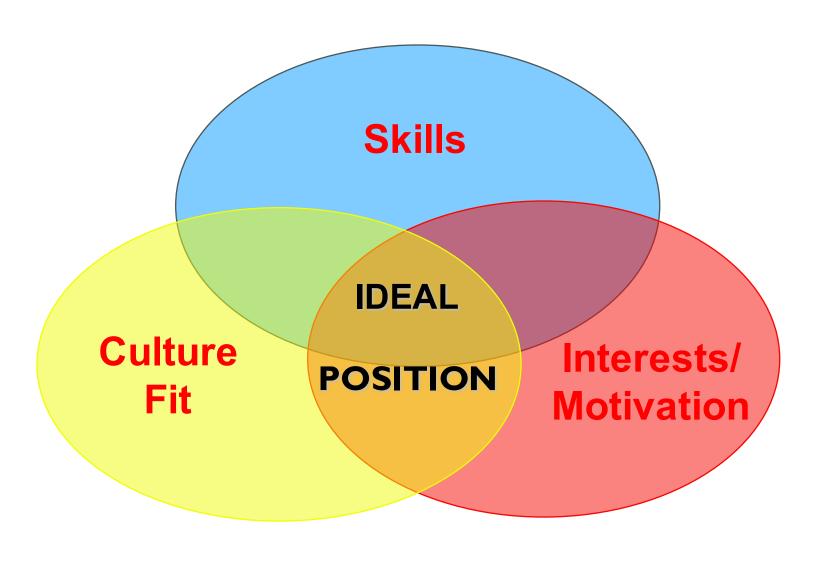
How To Get Started with Social Networking

- Search for yourself online and see the results
- Consider your personal branding
- Create a networking strategy (to include social networking)
- Create a LinkedIn profile, if you haven't already done so
- Start by contributing content online
 - LinkedIn Groups
 - Blog responses
 - Amazon book reviews
- Make sure your social media presence is portrays you in a positive way





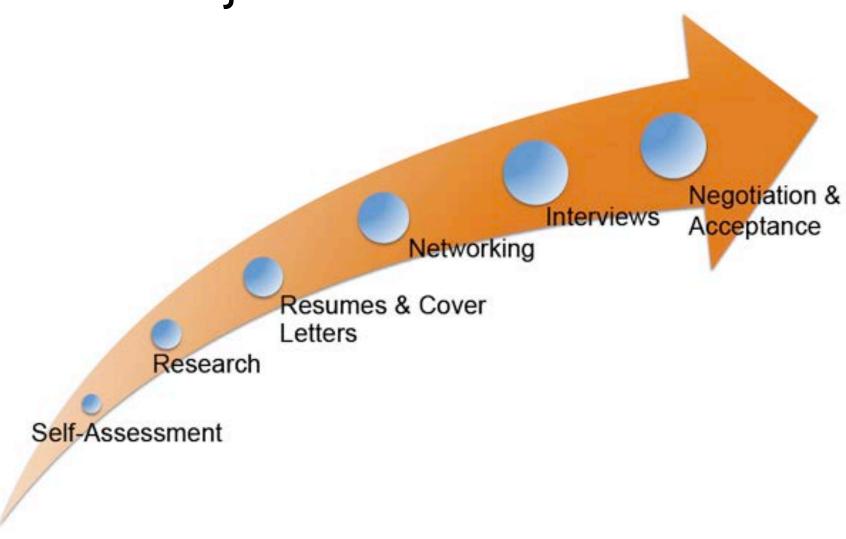
Job Search Overview



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Job Search Overview



Herminia Ibarra's Summed Up Three Steps To Career Switching

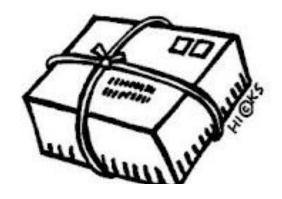
- Step 1: Experiment and take action
- Step 2: Create a network
- Step 3: Build your story

Note: Other major categories are career explorers and career enhancers



Think of the entire package

- Your package can include your business cards, CV, cover letter, social media presence, and other "marketing" pieces
- Review your social media accounts does the content or photos show what you want
- Email addresses Be professional!
- Join professional organizations/groups and get involved
- Build your network and manage relationships





Networking Resources

Books:

- What Color Is Your Parachute? by Richard N. Bolles
- Job Search Magic by Susan Whitcomb
- I'm On Linked In Now What? by Jason Alba
- Real World Communications Strategies at Work by Cindy Chernow
- Never Eat Alone by Keith Ferrazzi

Websites:

- Ask The Headhunter with Nick Corcodilos:
 http://www.asktheheadhunter.com/
- UCLA Career Center: http://career.ucla.edu/
- Higher Ed Jobs: http://www.higheredjobs.com/
- Socalherc: http://www.hercjobs.org/southern california/

Q&A



Post-Session Announcements

• LinkedIn Photo Booth available