

MALONE CENTER FOR CAREER ENGAGEMENT

LINKEDIN JOB SEARCH GUIDE

HOW TO CONDUCT A SEARCH

The job search tool on LinkedIn is an incredibly powerful tool at your disposal while conducting your professional job search, but it can be quite overwhelming with thousands of new jobs being posted on the platform every day. One way to make the tool less daunting is to use the filters provided to your advantage.

TOP FILTERS TO USE

There are multiple filters that LinkedIn gives all its users access to. Here are the ones our advising team uses most often:

- **Sort By** – Make sure you set this to “Most Recent,” especially if you are new to the platform. LinkedIn relies, to some extent, on artificial intelligence interpreting your profile when looking at “Most Relevant” which can skew search results.
- **Date Posted** – Change this filter away from “Any Time.” LinkedIn has a tendency to show job openings that are no longer active. The more recently the job was posted, the more likely you are to avoid applying to dead postings.
- **Experience Level** – This is a multiple selection filter. In most cases, we recommend selecting “Entry Level” and “Associate” for folks that are conducting their first post-grad job search. Some industries won’t distinguish between these two experience levels for new professionals.
- **Job Type** – You almost always want to select “Full-time” when searching. However, depending on the purpose of your search, and your professional field, “Contract” and “Temporary” can help you locate positions that will allow you to begin working for an employer that leads to full-time work.

REMEMBER TO SAVE

After you have figured out how to refine your search using the filters, remember to save the search. To save a search, click on the toggle near the top of the search results named “Job Alert.” This will tell LinkedIn more about what types of positions you’re looking for and will also set up LinkedIn to notify you when new jobs are posted.

Once you’ve saved your job search you have the ability to change the frequency and how LinkedIn notifies you about new job postings. LinkedIn allows you to choose between daily and weekly notifications. You can also choose between email and in-app notifications.

Another way to create saved job searches is to visit a company or organization’s page directly on the LinkedIn platform. Under the page’s name you will be able to select from the “jobs” tab regardless of if there is an open position. From there, click the job alert toggle to create a company/organization specific notification.