

LinkedIn and Online Tests

Eve Howarth



Creating a LinkedIn Page



The Dashboard

1. Professional Photo

- Can include a header photo, most don't but if you have a professional one please do.

2. Name

- Use the same name and format across CV and all other documents to allow contacts to find you easily

3. Heading

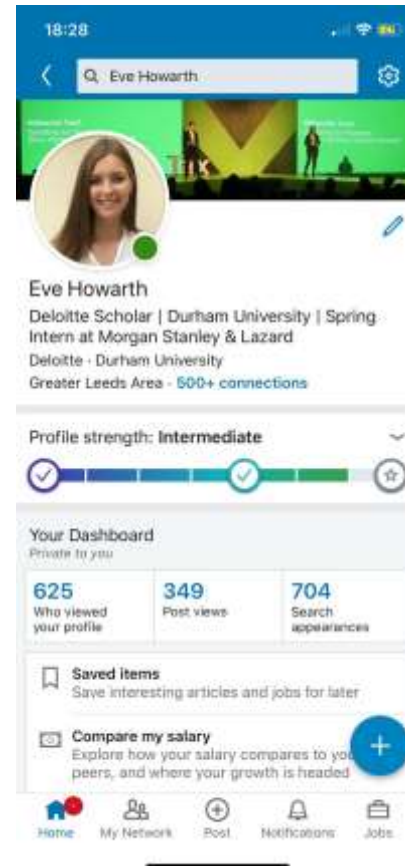
- Appropriate headline to summarise what you do

4. Personal Statement

- Reason why my profile is intermediate not strong is because I haven't added a personal statement. This is your CV summarised in 2/3 lines

5. Activity

- Not shown on this screenshot but ensure it is all appropriate, stay away from strong ideological perspectives and remain consistent with interests.



«Mentee_Forename»

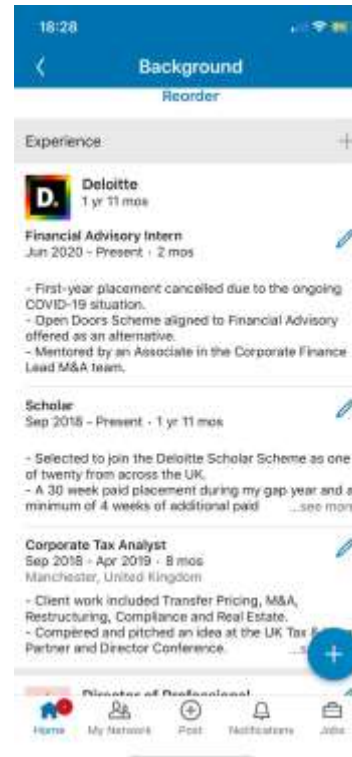
Profile Picture

- Use a high quality camera, face straight on like you would for a passport
- Either no background or relevant background blurred out. You are the focus.
- Brushed hair etc.
- Facial expression should be professional but not cocky.
- Clothing choice should be appropriate.
- Suit is the safe option
- Position photo so you cover most of the screen and centred



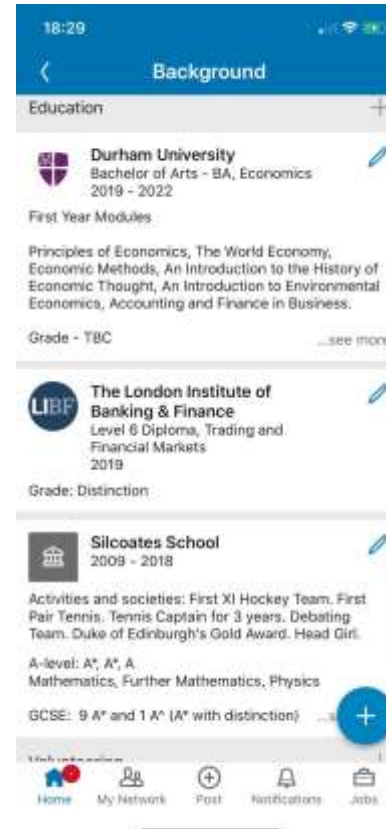
Experience

- Chronological Order
- Cut off point for display
- What was your role or responsibility



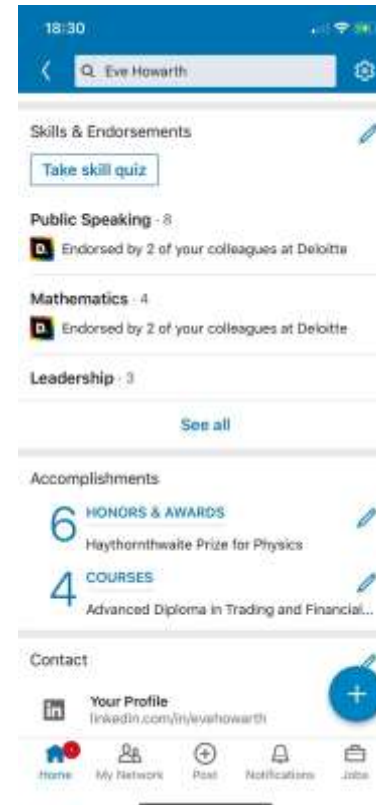
Education

- Outline grades and modules
- Include professional qualifications
- Many courses will have a video and/or a course outline PDF. Attach this.



Skills, Accomplishments and Interests

- Skills may be added or removed
- Only the top 3 are shown on the dashboard
- Contacts rarely see the others, so you may need to revise them to ensure they are relevant
- For accomplishments include any awards for highest grades
- Languages are very useful make sure you do not lie about your ability – employers will often speak to the chosen language in interview.
- Interests are based on groups you are a part of and people/firms you follow



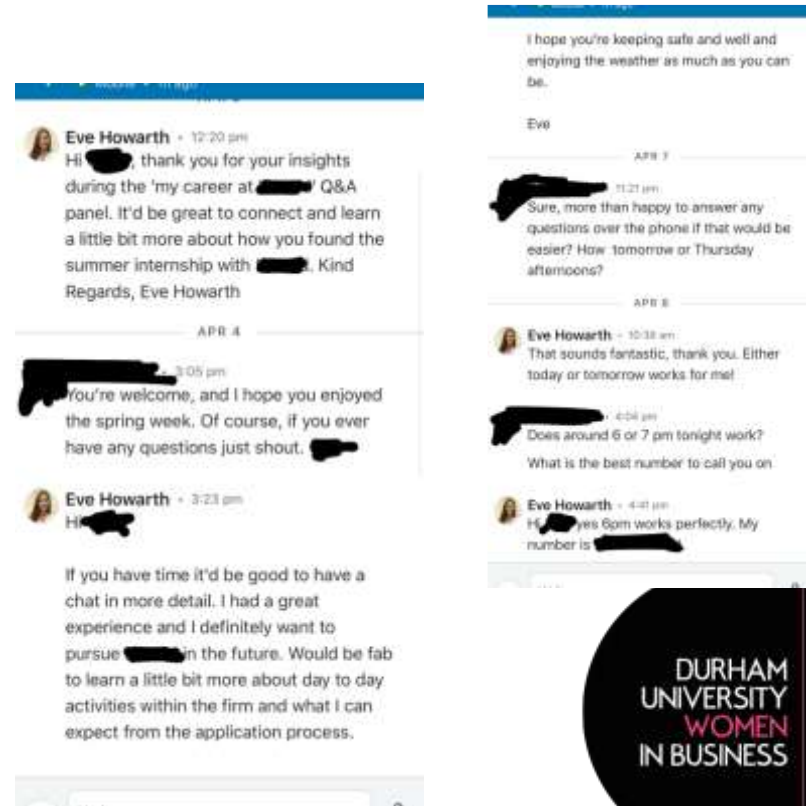
Search Engine

- LinkedIn had an exceptionally powerful search engine
- Works by searching entire profiles for key words
- Remember to use filters as otherwise there can be lots of 'noise' in your results
- Company, title, division, name will all yield results
- In order to message people, you must be connected first. A strong profile helps this. People will be aware when you view them.
- Add a personalized message when making connections with big names (note, this can be done more easily on a laptop/desktop than phone).



Messaging

- Keep email format for first few messages then follow what they do.
- Address based on seniority. Fellow AI mentees may be less formal, allowing for a more personal relationship.
- Why are you messaging them, what can you learn from each other, do you have any shared passions/interests/schools?
- Leave the conversation at a level where you may return when you need advice, help or guidance.



Online Tests Links



Numerical Reasoning

- <https://www.jobtestprep.co.uk/free-numerical-reasoning-test>
- <https://www.shldirect.com/en/assessment-advice/example-questions/numerical-reasoning#:~:text=In%20a%20numerical%20reasoning%20test,of%20options%20to%20choose%20from.&text=Test%20takers%20are%20usually%20permitted,paper%20and%20For%20a%20calculator.>
- https://www.assessmentday.co.uk/aptitudetests_numerical.htm
- <https://www.numericalreasoningtest.org/>
- <https://www.wikijob.co.uk/aptitude-test/numerical-practice>
- <https://www.practiceaptitudetests.com/numerical-reasoning-tests/>
- <https://www.graduatesfirst.com/numerical-reasoning/>
- <https://www.practicereasoningtests.com/practice-numerical-test/>



Verbal Reasoning

- <https://www.assessmentday.co.uk/verbal/Free/Verbal-Reasoning-Test2-Questions.pdf>
- <https://www.assessmentday.co.uk/verbal/Free/Verbal-Reasoning-Test1-Questions.pdf>
- https://www.assessmentday.co.uk/aptitudetests_verbal.htm#:~:text=What%20is%20a%20verbal%20reasoning,understand%20and%20comprehend%20written%20passages.&text=Verbal%20reasoning%20tests%20usually%20take,False%20or%20Can%20not%20Say%20responses.
- <https://www.jobtestprep.co.uk/free-verbal-reasoning-test#:~:text=Verbal%20reasoning%20tests%20are%20a,analyse%20and%20interpret%20written%20information.&text=These%20tests%20are%20used%20for,technical%2C%20graduate%20and%20managerial%20roles.>
- <https://www.shldirect.com/en/assessment-advice/example-questions/verbal-reasoning>
- <https://www.practiceaptitudetests.com/verbal-reasoning-tests/>
- <https://www.testpartnership.com/free/verbal/1/>



Logical Reasoning

- https://www.assessmentday.co.uk/aptitudetests_logical.htm
- <https://www.assessmentday.co.uk/logic/free/LogicalReasoningTest1/index.php>
- <https://www.123test.com/logical-reasoning-test/>
- <https://www.jobtestprep.co.uk/logical-reasoning-test>
- <https://www.assessmentcentrehq.com/logical-reasoning-test/>
- <https://www.practicereasoningtests.com/practice-logical-reasoning-test/>
- <https://www.practiceaptitudetests.com/logical-reasoning-tests/>
- <https://www.jobtestprep.co.uk/images/free-pdf/free-logical-reasoning-questions-answers.pdf>
- <https://www.practiceaptitudetests.com/logical-reasoning-test.pdf>
- <https://www.wikijob.co.uk/content/aptitude-tests/test-types/logical-reasoning>



Situational Judgment Tests

- <https://www.assessmentday.co.uk/situational-judgement-test.htm>
- <https://www.jobtestprep.co.uk/free-situational-judgement-test>
- <https://www.situationaljudgementtest.org.uk/>
- <https://www.shldirect.com/en/assessment-advice/example-questions/situational-judgement>
- <https://www.abdn.ac.uk/careers/resources/tags/180/>
- <https://www.careers.manchester.ac.uk/applicationsinterviews/psychometric/sjt/>
- <https://www.practiceaptitudetests.com/situational-judgement-tests/>

