

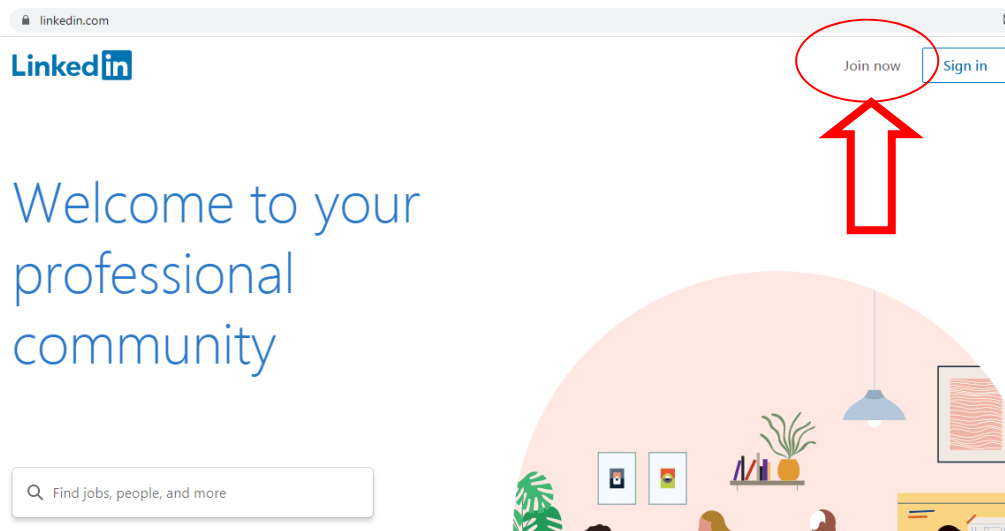
Panduan ini terdiri dari 3 bagian:

- A. Cara membuat Account LinkedIn / How to Create a LinkedIn Account
- B. Cara mengisi Account LinkedIn untuk Tugas P3
- C. Cara mengumpulkan Tugas P3 LinkedIn

A. How to Create a LinkedIn Account

A.1. Open the linkedin webpage <https://www.linkedin.com/>

Klik "Join Now"



A.2. **Enter your personal information.** You'll do this in the fields provided on the main page. LinkedIn needs the following information:

- **Email or phone number**- Your preferred email address or phone number at which LinkedIn can contact you.
- **Password** - Your preferred password for your LinkedIn account.

Make the most of your
professional life

Email or phone number

Password

6 or more characters

By clicking Agree & Join, you agree to the LinkedIn [User Agreement](#), [Privacy Policy](#), and [Cookie Policy](#).

Agree & Join

Already on LinkedIn? [Sign in](#)

- Fill this blank with your **First Name** and **Last Name**, and then klik **Continue**

Make the most of your
professional life

First name

Last name

Continue

- A.3. Fill Location box with your current city and some suggestions will appear, and you can click on the suggestion.

Welcome, Kris!

Let's start your profile, connect to people you know, and engage with them on topics you care about.

Location *

Next

- A.4. **Type in your job title and the company at which you work.** You'll do so in the "Job title" and "Company" fields on this page.

- Depending on your place of employment, you may also have to select a field from an "Industry" box on this page.
- If you're a student, you'll type in your current school, the year at which you started school, and when you plan to graduate.

Your profile helps you discover the
right people and opportunities

Your profile helps you discover the
right people and opportunities

Most recent job title *

Most recent company *

I'm a student

Continue

School or College/University *

Degree *

Specialization *

Start year *

End year (or expected) *

I'm over 16

Yes

A.5. Check the email that you have registered and you will get a verification code in the email, enter the code into this box and klik **Agree & Confirm**.

Let's confirm your email


Type in the code we sent to kristina@ithb.ac.id.

Your privacy is important

We may send you member updates, recruiter messages, job suggestions, invitations, reminders and promotional messages from us and our partners. You can change your **preferences** anytime.

Agree & Confirm

Didn't receive the code? [Send again](#)

 Email sent

A.6. Click **Yes** or **Not Now** if you are looking for a new job

Are you looking for a new job?

Your answer won't be shown to others.

A.7. Enter your current city again.

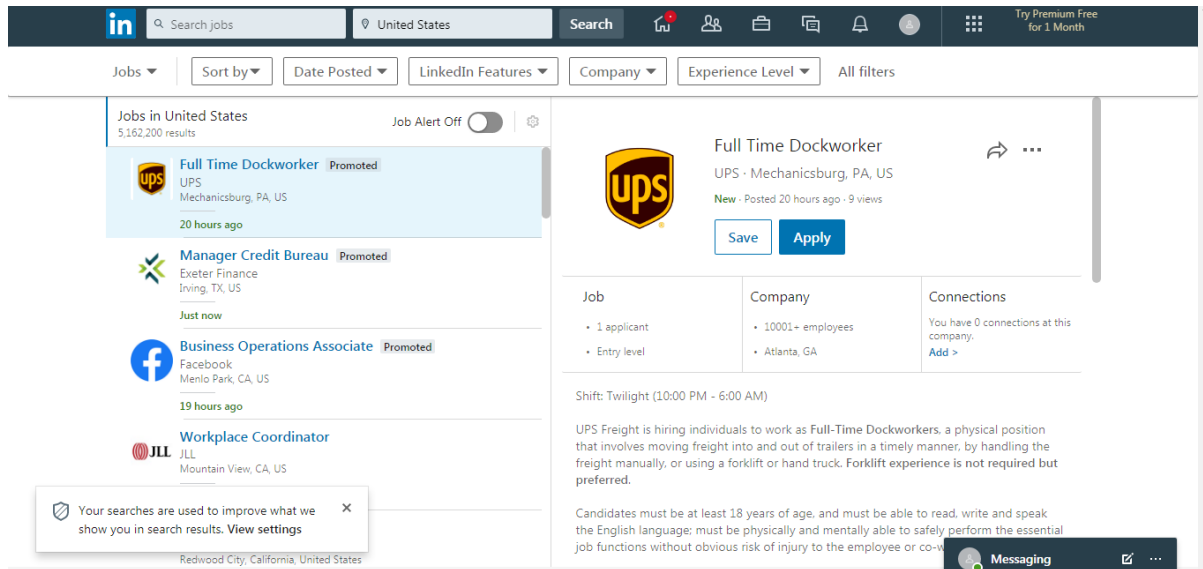
Welcome, Kris!

Let's start your profile, connect to people you know, and engage with them on topics you care about.

Location *

Next

A.8. Done, You can start to organize your profile now!



The screenshot shows a LinkedIn job search interface. The top navigation bar includes the LinkedIn logo, a search bar with 'Search Jobs', a location filter set to 'United States', and a 'Search' button. Below the navigation bar are filters for 'Jobs', 'Sort by', 'Date Posted', 'LinkedIn Features', 'Company', 'Experience Level', and 'All filters'. The main content area displays a list of job results under the heading 'Jobs in United States' with 5,162,200 results. The first result is a 'Full Time Dockworker' position at UPS in Mechanicsburg, PA, US, posted 20 hours ago. The job details on the right include the UPS logo, the job title, location, and a 'New' badge. It also shows 'Save' and 'Apply' buttons. Below the job details are sections for 'Job' (1 applicant, Entry level), 'Company' (10001+ employees, Atlanta, GA), and 'Connections' (0 connections). A job description snippet is visible: 'Shift: Twilight (10:00 PM - 6:00 AM) UPS Freight is hiring individuals to work as Full-Time Dockworkers, a physical position that involves moving freight into and out of trailers in a timely manner, by handling the freight manually, or using a forklift or hand truck. Forklift experience is not required but preferred. Candidates must be at least 18 years of age, and must be able to read, write and speak the English language; must be physically and mentally able to safely perform the essential job functions without obvious risk of injury to the employee or co-w...'. A notification at the bottom states: 'Your searches are used to improve what we show you in search results. View settings'.

B. Cara mengisi Account LinkedIn untuk Tugas P3

B.1. **Upload pasfoto** Anda ke LinkedIn

B.2. **Jumlah teman** atau koneksi **minimum 20 orang**

B.3. **About** diisi dengan **Employment Objective CV**

Contoh:

About

A career in Logistic Industry, specifically in the areas of distribution and transportation management that will optimally utilize strong analytical thinking and problem solving skills as well as knowledge concerning network optimization methods.

B.4. **Education** diisikan dengan **Institut Teknologi Harapan Bangsa** pada bagian Education dari CV.

Contoh:

Education



Institut Teknologi Harapan Bangsa

Sarjana Logistik

2016 – 2020

B.5. Experience section diisi dengan **Experience** pada CV.

Contoh:

Experience



Secretary

HIMPUNAN MAHASISWA INFORMATIKA at ITHB

Jul 2019 – Apr 2020 · 10 mos

Bandung, West Java, Indonesia

an ITHB Informatics Engineering student organization which facilitates student's creativity, IT skills and holds various community and social activities

Supported the division teamwork mechanism and helped to organize the whole team structure.

- Organized the monthly meeting schedule.
- Arranged reports for event held by the association.
- Archived the monthly meeting results.

Contoh lain:



Head Manager of Marketing Division

Gomamedia · Full-time

Jan 2019 – Mar 2020 · 1 yr 3 mos

Bandung, West Java, Indonesia

Created Business Plan and Marketing Schedule for Gomamedia's product.

- Created and Execute Social Media Advertising for promote product of Gomamedia to increase and Magnetizing the Leads.
- Created, published, and analyzed Gomamedia content. In addition, includes engaging and interacting with social media users to keep well customer's relationship

B.6. Licences & Certification section → **TIDAK WAJIB DIISI untuk Peserta P3.**

Bagian ini wajib diisi untuk syarat Sidang Sarjana dan Yudisium.

Penjelasan **Licences & Certification section** : diisi dengan program training yang diikuti yaitu

Certiplus Program/SAP University Alliance Program/Oracle University/CCNA Academy/Adobe

Education/ ACCA sesuai dengan CV.

- Tidak upload logo, kecuali lulus ujian sertifikasi internasional di Authorized Test Centre
- Certification Name : Copy – Paste dari nama sertifikat yang terletak setelah completed “.....”
Ex: SAP Introduction to SAP with Global Bike Incorporation
- Certification Authority : Copy – Paste dari “Certiplus Program/SAP University Alliance Program/Oracle University/CCNA Academy/Adobe Education at ITHB Career Resource Center”
- License Number : Copy - Paste jika ada nomor sertifikatnya. Untuk Nomor Certiplus Program dapat diupdate setelah Ijazah Certiplus dibagikan setelah wisuda.
- Issue : Diisi sesuai dengan tanggal pada bagian education di CV (yaitu periode lulus sertifikasi tersebut)

Anda dapat melihat LinkedIn kakak tingkat yang sudah dilengkapi untuk syarat Sidang Sarjana atau Yudisium mereka.

C. Cara mengumpulkan Tugas P3 LinkedIn

C.1. Copy URL lengkap Anda dan isi pada form yang telah ditentukan

Keterangan

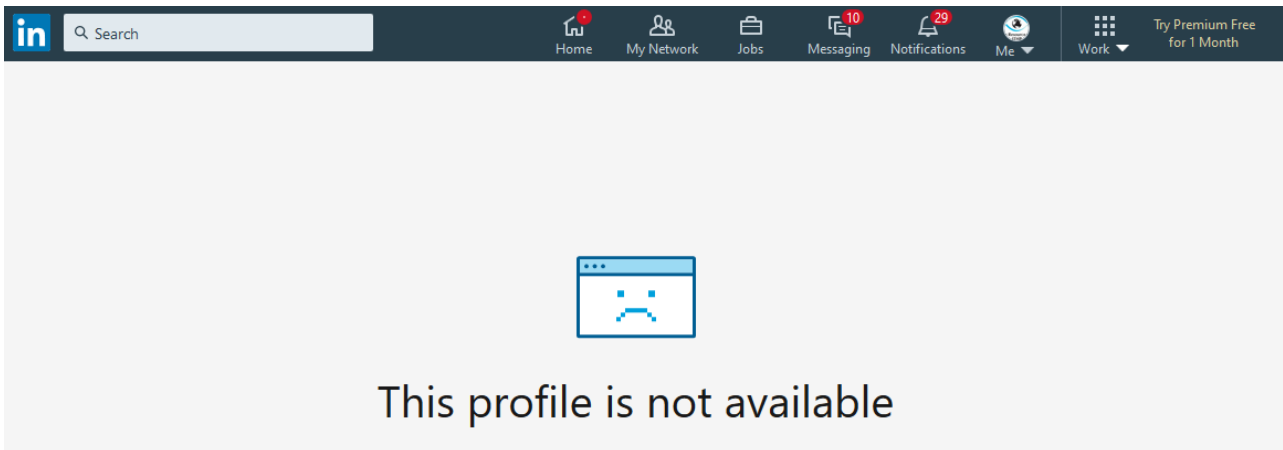
URL Anda dapat diperoleh pada kotak browser :



URL lengkap Anda adalah: <https://www.linkedin.com/in/ithbcrc/>

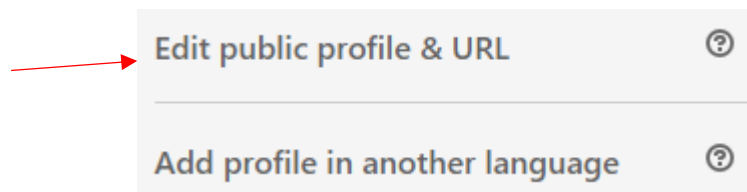
C.2. Pastikan URL yang Anda copy dalam form dapat dibuka oleh CRC.

C.3. Jika Anda copy URL nya salah, maka yang muncul adalah “This profile is not available”, dan Nilai Tugas P3 LinkedIn = 0

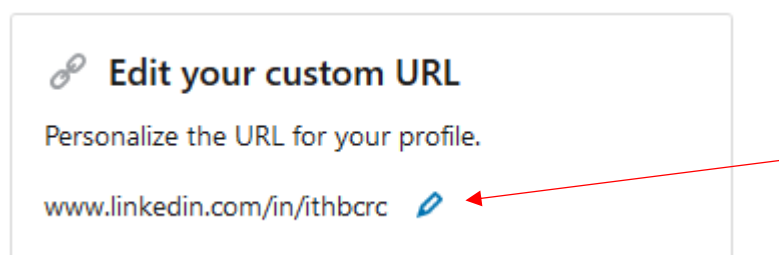


C.4. Anda dapat ubah/personalize URL Anda dengan cara :


Masuk ke halaman Profile Anda terlebih dahulu, klik “**Edit public profile & URL**” yang ada pada sudut kanan atas.



Klik icon **pencil**



Silahkan ubah/personalize URL Anda lalu klik Save

 **Edit your custom URL**

Personalize the URL for your profile.

www.linkedin.com/in/ithbcrc _____

Note: Your custom URL must contain 3-100 letters or numbers. Please do not use spaces, symbols, or special characters.

Cancel

Save