

LinkedIn Peer Review Template

Reviewer:

Reviewee:

Date:

First Impressions

- What are your first thoughts when reading through the profile?
- Are there any immediate comments or concerns that jump out (positive or negative)?
- How is their level of professionalism?
- Does the profile include all relevant components and information necessary for a LinkedIn profile?
- What is the most prominent suggestion you would give as feedback?

Photos

- Is the profile photo clear, in focus, close-up?
- Is the individual wearing appropriate clothing?
- Are there any distractions in the photo?
- Is a cover photo included in the profile?
- Is the cover photo relevant to the individual's academic or professional career?

Headline

- Does the headline include the location, industry and position of the individual?
- If the individual is currently a student and does not have a job, does the individual list their faculty or degree?

About

- How is the length of the about section? Is it too long or too short?
- Does the section sum up the individual's academic, professional and volunteer experiences?
- If they are a student, does it sum up what they are studying and where?
- Is the author too personal, or not enough?
- Is there a certain level of professionalism?

Work Experience

- Are there titles and dates for each job?
- Does each position contain a small description regarding tasks performed and what the job entails?
- Are the experiences up to date and in chronological order?
- Does the individual describe the company they worked for?

Education

- Does the author include high school and most recent education (university)?
- Is the program stated?
- If the individual specialized in a specific topic in their field of education, is it stated?
- Are activities, clubs and endeavors pursued at the place of education listed?

Licenses and Certifications

- Does the individual possess any licenses or certifications?
 - o If yes, is there a small description of what licence or certification was achieved?

Volunteer Experience

- If the individual has any volunteer experience, are they listed in chronological order?
- Do the experiences give a small description of the company or organization they are involved with?
- Is there a small explanation of the tasks performed and what was required from the author at each volunteer position?

Skills, Endorsements, and Accomplishments

- Given the academic, professional and volunteer experiences listed on the profile, are there skills listed to match?
- Are there a variety of skills the author possesses?
- If the author does have skills listed, have they been endorsed by colleagues or employers?
- Are any accomplishments listed? (languages spoken, awards given to the individual?)

Interests

- Does the profile include a variety of interests that are relevant to the individual and their professional, academic and volunteer experience?
- Are the interests appropriate for the author and their profile, and their target audience?

Organization, Sentence Structure, and Grammar

- Is the profile laid out in chronological order?
- Are there any evident grammatical errors?
- Are the paragraphs point form or full sentences?
- Is the tone of the profile professional?

Concluding Comments

- What are the author's strengths throughout the profile?
- What are their weaknesses?
- What is the main suggestion given to help improve the profile?
- What is the overall final impression of the individual's profile?