

Peer Review Template for a LinkedIn Profile

The purpose of this form is to help structure peer reviews specifically for LinkedIn Profiles. The questions below should be answered in short paragraphs and/or bullet points. Please delete this comment box and the questions after you have provided an answer.

To:

From:

Date:

Subject:

First Impressions

- Comment on the overall impression on the page
- Does the initial look of the page invite readers?
- Is a clear purpose or career goal shown throughout the page?

Title Box

- Does the title box provide a good glimpse of the person's career goals and current position?

Profile Picture

- Is the profile picture appropriate (i.e. professional and friendly)? If not, what could be changed?
- Does the quality of the photo affect the professionalism of the page?

Summary

- Are specific keywords used to identify the person with certain fields?
- Does the summary indicate professional experiences, relevant personal interests, and career goals?
- Make suggestions about the tone and content of the summary. Is it informative and personal?

Subsections

- Are there a variety of subsections that clearly describe the person's experiences?

Experience.

- Are the experiences organized in a meaningful manner?

- Are skill areas emphasized and specific accomplishments referenced?
- Do the descriptions utilize appropriate tone and key words?

Education.

- Are the schools listed updated?
- Does it provide enough information about the person's academic background?

Licenses and Certifications.

- Are the licenses and certifications up to date?
- Do the licenses and certifications listed align with the career goals stated in the summary?

Volunteer Experience.

- Are volunteer experiences appropriately ordered?
- Do the descriptions reference tangible accomplishment?
- Comment on the keywords and tone used in the descriptions.

Skills and Endorsements.

- Are both hard and soft skills included?
- Are the skills included relevant to the person's career goals?

Accomplishments.

- Are the accomplishments relevant to the person's objectives?

Organization, Grammar, and Tone

- Comment on the overall organization of the page. Do certain sections unintendedly stand out more than others?
- Are there grammar mistakes on the page? If so, provide examples (with subsection).
- Comment on the tone of the page. Is it professional and consistent throughout the page? Is an active tone used?

Concluding Comments and Checklist for Areas of Improvement

- Comment on the final impressions of the LinkedIn page.
- Briefly list areas of improvements described above.