

Peer Review Template for Linked In Profile

To: Author's name, Author of the Linked In Profile
From: Reviewer's name, Peer Reviewer
Date: Month Day, Year
Subject: Peer Review of Author's name Linked In Profile

Hi XXXXX,

First Impressions

Answer the following questions in paragraph form:

1. Is the profile well-written, organized, and complete?
2. Does the headline capture the current occupation/status of the author?
3. Is the profile photo professional and leave a good impression?
4. Does the profile seem to be well connected with their network?
5. Are there any notable issues that stand out on first glance?

Profile Photo

The profile photo should be a professional headshot of the author. Consider the following questions:

1. Is the photo a good quality, clear, and high resolution?
2. Does the photo have good lighting to easily see the face?
3. Does the author look approachable?

Headline

The headline should capture the current status of the author. It should be short but capture current status and professional interests.

Summary

The summary should expand on the headline. It should capture the following information about the author.

1. The professional and personal background of the author and their schooling
2. How their background influenced their career decisions
3. Current status and professional interests of the author
4. The author's passion and what motivates them to keep learning

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Work and Volunteer Experience

This section should capture author's current and past experiences. Each experience should have the following:

1. A title and the start/end date of the experience
2. The company/organization and the location of the experience
3. Description of contributions, accomplishments, and skills learned
4. Organized chronologically (Linked In should do this automatically)

Education

The education section is relatively straight forward. Previous schooling should be listed. The following information should be captured:

1. The name of the institution and years attended/expected to attend
2. The program of study and the degree obtained/expected to obtain
3. Awards obtained and involvement at the school
4. No high school education if post secondary education has been pursued

Skills

This section should list the various technical and interpersonal skills of the author. The top three skills should be relevant to the author's career and if possible, have endorsements.

Interests

The author should follow companies/figures that are relevant to their industry.

Projects

Consider the following questions when reviewing the projects:

1. Does the project have a title and date associated with it?
2. Does the author describe their accomplishments in the project?
3. Does the author list the skills they learned/used from the project?
4. Are there links associated to view the project?

Connections

The author should have a handful of connections as it helps to expand network

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Grammar

Consider the following questions when reviewing grammar:

1. Are there any spelling/word choice errors?
2. Does the author use the correct tense when describing past experiences?
3. Is the language professional?

Overall Impressions/Concluding Comments

Comment on the overall quality of the profile and summarize using a list of recommendations to improve the profile

Reviewer's name

Link to original profile: [Link to profile](#)