# Visibility Settings Checklist

BY OFF THE CLOCK RESUMES

## VISIBILITY SETTINGS

- [ ] EDIT YOUR PUBLIC PROFILE
- [ ] PROFILE VIEWING OPTIONS
- [ ] WHO CAN SEE / DOWNLOAD YOUR EMAIL ADDRESS
- [ ] WHO CAN SEE YOUR LAST NAME
- [ ] PROFILE VISIBILITY OFF LINKEDIN
- [ ] PROFILE DISCOVERY USING EMAIL ADDRESS / PHONE NUMBER
- [ ] SHARE PROFILE UPDATES WITH YOUR NETWORK

## DATA PRIVACY SETTINGS: WHO CAN REACH YOU

- [ ] INVITATIONS TO CONNECT
- [ ] MESSAGES

## DATA PRIVACY SETTINGS

- [ ] SHARING YOUR PROFILE WHEN YOU CLICK APPLY
- [ ] SIGNAL YOUR INTEREST TO RECRUITERS AT COMPANIES YOU HAVE CREATED JOB ALERTS FOR
- [ ] MICROSOFT WORD