

Not only can job postings be placed on LinkedIn based on your geographic location, but LinkedIn also offers services to help you find the right candidate. After scanning the ad you produced, LinkedIn will automatically scan through and provide candidates that are a good fit based on experience, skill set and proximity.

Along with taking advantage of the services LinkedIn offers (at a reasonable cost) posting openings on LinkedIn gives you the strength of your network. Your contacts have the option to share the posting with their contacts as well as recommend one of their contacts to you for the position. Your searching capabilities are expanded exponentially and this is just one more way for your company to gain exposure and be recognized.

The screenshot shows the LinkedIn Jobs search interface. On the left is a search filter sidebar with fields for Keywords (filled with 'administrative assistant'), Job Title, Company, Location, Country (United States), and Postal Code. The main content area shows search results sorted by Relevance, with 544 jobs found. The first three results are:

- Admin Assistant - Administrative Assistant - Human Capital** by CyberCoders - Arlington, VA - Jan 24, 2012
- Administrative Assistant** by Stratford University - Falls Church, VA - Jan 16, 2012 (3 people in your network)
- Sr. Administrative Assistant** by Elizabeth Glaser Pediatric AIDS Foundation - Washington D.C. Metro Area - Dec 28, 2011 (1 person in your network)

Below these are two more results: **Administrative Assistant** by Witt-Kieffer - Bethesda - Jan 23, 2012, and **Corporate Real Estate Administrative ASsistant** by United Therapeutics - Silver Spring, MD - Jan 10, 2012 (2 people in your network).

On the right side of the screenshot, there is a handwritten note: "Searching is a great way to keep tabs on new opportunities." with an arrow pointing to the search results area.