

The University of Tennessee, MPH program manages a private LinkedIn group for alumni and current students to promote professional networking. **Members can view and share jobs, start discussions, and get connected!**



Join our group

First, create a LinkedIn profile at www.linkedin.com. Your profile is your LinkedIn page that describes your career history, education, interests, and other related content you may want to publish. Feel free to put as much or as little information as you would like. Do upload a professional looking headshot. Here's an [article](#) with 7 steps to creating the best profile.



Next, click here to join our private group:

www.linkedin.com/groups/8274883/

Because this is a *private* group, the group manager must approve your request. Once you are added to the group, you can access the group from your LinkedIn home page. LinkedIn does not automatically notify the group manager of pending member requests, so if you have not been approved within a week, please contact Julie Grubaugh at jgrubaugh@utk.edu or 865-974-9277 or Wendy Smith at wsmith12@utk.edu or 865-974-5041.

Find our group. After your request to join has been approved, find out group by moving your cursor over **Interests** at the top of your home page and select **Groups**. Then, select **My Groups** and click our group name: **University of Tennessee MPH**.

Receive notifications when a new discussion or job is posted

You can adjust your settings for group discussion emails on the Your Settings page within each group. To view and change your group email settings:

1. Move your cursor over **Interests** at the top of your homepage and select **Groups**.
2. Click the **Group setting** icon located to the right of our group name
3. Check or uncheck the box next to **Send me an email for each new discussion**.
4. To turn group digest emails on or off, check or uncheck the box next to **Send me a digest of all activity in this group**.

Post a job or other opportunity

Each LinkedIn group has a **Jobs tab** that allows members to share and discuss jobs.

1. From the **University of Tennessee MPH** group, click **start a conversation**
2. Select the **Share a job** tab (has an icon that looks like a brief case)
3. Add a discussion title, e.g. -PH Educator, Knox County Health Department, Knoxville, TN
4. Add a link to the job description in the second box. You cannot attach a file.
5. Click **Post**. Jobs posts are removed after 14 days. If you want it to appear longer, you can re-post the position.

Questions? Search the LinkedIn help page at <https://help.linkedin.com> or contact the group manager, Julie Grubaugh, at jgrubaugh@utk.edu or 865-974-9277