LinkedIn Tips & Tricks

REQUESTING ENDORSEMENTS

1. In the top toolbar, click on the Profile hyperlink and select the Edit Profile option from the drop-down list
2. Scroll to the Skills & Endorsements section and click on the icon next to any of the skills listed
3. Click on Yes next to the I want to be endorsed option
4. Check the box next to the Include me in endorsement suggestions to my connections option
5. Check or uncheck the box next to the Send me notifications via email when my connections endorse me option
6. Click on the Save button

REQUESTING RECOMMENDATIONS

1. Scroll to the Recommendations section of the Profile and click on Ask to be recommended
2. On the Recommendations page, select a position in the What you’d like to be recommended for box
3. Type a Connection name in the Who do you want to ask box and select the appropriate Connection
4. Choose a relationship and position from the drop-down lists in the What’s your relationship? and What was (Connection’s name) position at the time? boxes
5. Type a personalized message into the Write your message box
6. Click on the Send button
FINDING & JOINING GROUPS
If you know the name of a group you want to join:
1. Type the name of the group into the search box and click on the group name when it appears
2. Click on the Ask to join button

To browse Groups:
1. Click on the Interests hyperlink and select Groups
2. Click on the Discover link on the Groups home page
3. Click on the Ask to join button to request membership

FOLLOWING A COMPANY
1. Type the name of the company into the search box and click on the company name when it appears
2. Click on the Ask to join button

SEARCHING FOR JOBS
1. Click on the Jobs hyperlink in the toolbar
2. Type the desired keywords into the Job title, keywords, or company name box and enter the city or area into the Location box
3. Click on the Search button
4. To view a job, click on the View button

ACCESSING PRIVACY SETTINGS
1. Click on your profile picture in the upper toolbar
2. Scroll to the Privacy & Settings option in the drop-down list and click on the Manage hyperlink