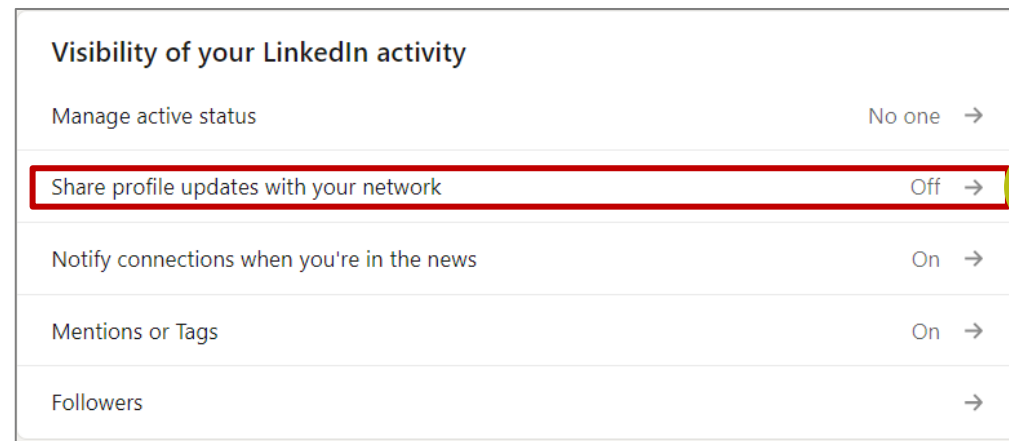
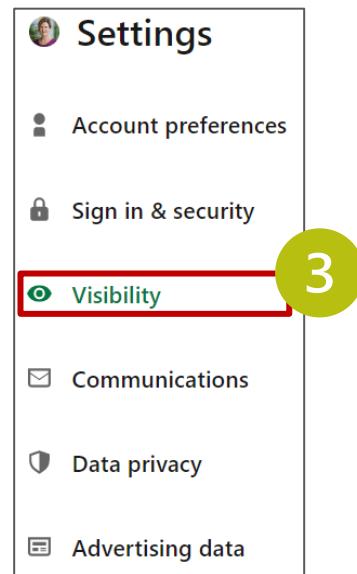
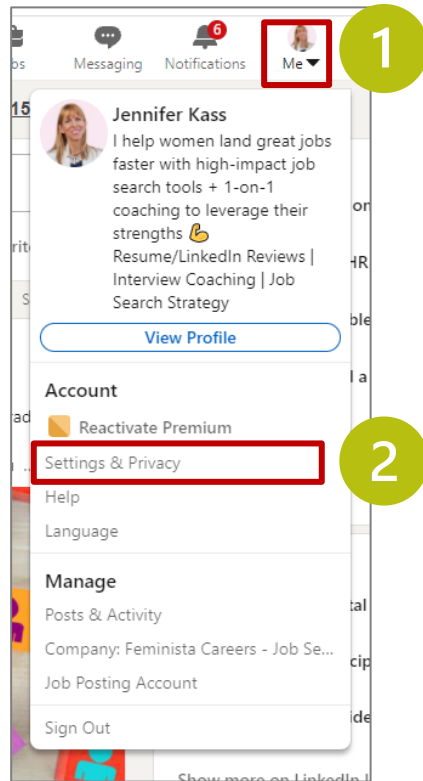


LinkedIn 101 Supplemental – Key Settings



Stay incognito when editing your Profile

Your network gets notified by default of changes to your Profile (e.g. , when you add a new job so they can congratulate you.) When you are editing your profile, you may not want to notify them until you're through.



Turn OFF when editing your profile

5 IMPORTANT: When done editing, turn it back ON

Recommended Settings

Visibility

Visibility of your profile & network

Profile viewing options →

Edit your public profile →

Who can see or download your email address →

Connections On →

Who can see members you follow Anyone on LinkedIn →

Who can see your last name →

Representing your organizations and interests On →

Profile discovery and visibility off LinkedIn →

Profile discovery using email address →

Profile discovery using phone number →

Blocking →

Visibility of your LinkedIn activity

Manage active status No one →

Share profile updates with your network On →

Notify connections when you're in the news On →

Mentions or Tags On →

Followers →

Be easy to find & contact

Find others like you

People also viewed

How you get your notifications

On LinkedIn →

Email →

Push →

Get notified

Who can reach you

Invitations to connect →

Invitations from your network →

Messages →

Research invites Off →

Account preferences

On →

Communications

Data privacy

Job seeking preferences

Job application settings →

Share your profile when you click Apply for a job Off →

Signal your interest to recruiters at companies you've created job alerts for On →

Stored job applicant accounts →

These are all customizable to your personal preference and desired level of privacy

Be visible to recruiters

Recommendations

1 Enable

From your Profile page

Janis Stone (She/Her)
Technical Writer at Best Authors Inc
United States · [Contact info](#)
500+ connections

Open to

Add profile section

More

“Add recommendations” to your profile so you can give & get recommendations

Add to profile

The Essentials

Recommended

Completing these sections will increase your credibility and give you access to more opportunities

Add featured

Add licenses & certifications

Add projects

Add courses

Add recommendations

Additional

2 Give & get them

Recommendations

Received

Given

You haven't received a recommendation yet
Try asking one of your connections to recommend you

Ask for a recommendation

+

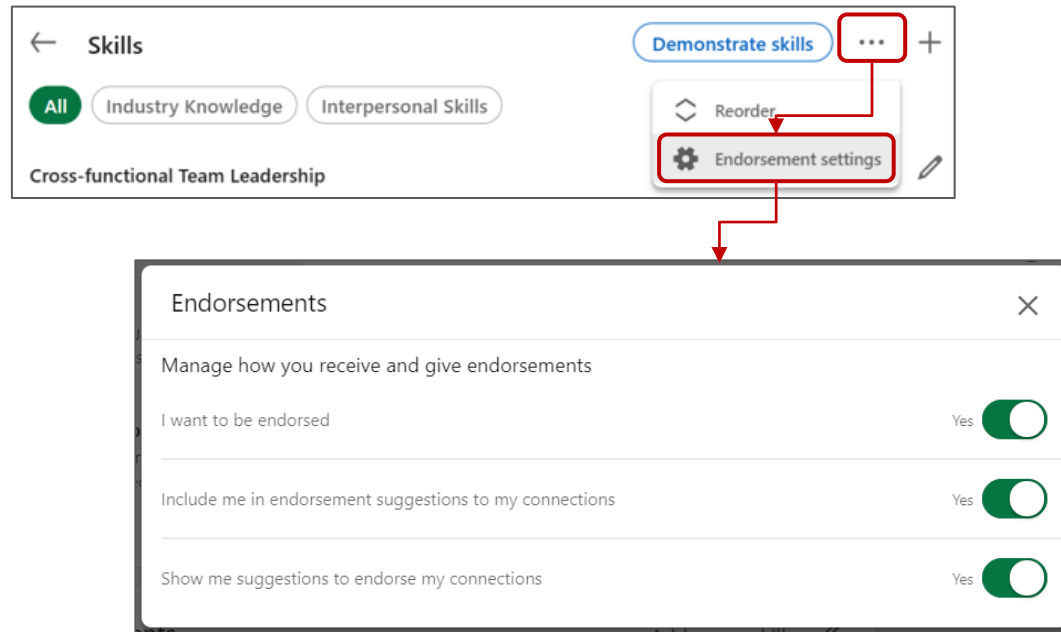
Ask for a recommendation

Give recommendation

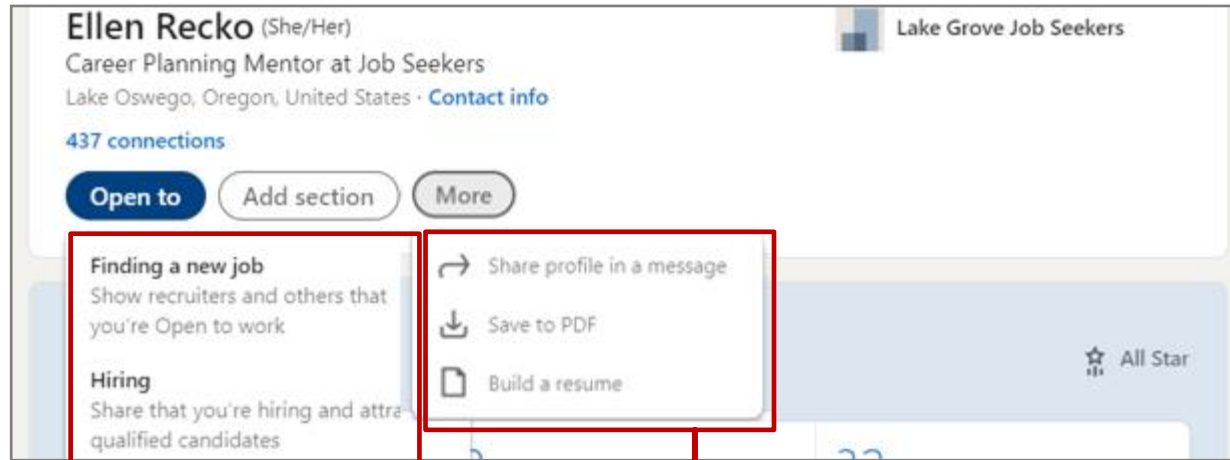
Try to have at least 3-4 reasonably current recommendations

Turn on the ability to receive Endorsements

From the SKILLS section of your Profile



Badges and Resume Options



1

Open to Work Badge



Yes. Recruiters like it and you are favored in the LinkedIn algorithm by their searches

2

Build (don't post) a Resume

You can build a resume from your profile, but **don't upload a resume PDF** as part of your profile because you will want to customize it for each job application (and apply on **the company website** instead of via LinkedIn.)

Deleting Connections

The screenshot illustrates the LinkedIn interface for deleting a connection. It is divided into three numbered steps:

- Step 1:** The 'Home' icon in the top navigation bar is highlighted with a red box and a green circle containing the number '1'.
- Step 2:** The 'Connections' link in the 'Manage my network' sidebar is highlighted with a red box and a green circle containing the number '2'.
- Step 3:** The 'Remove connection' button in the expanded connections list is highlighted with a red box and a green circle containing the number '3'. The 'More options' menu (three dots) is also highlighted with a red box.

The expanded connections list shows two entries:

- Entry 1:** Contract Negotiation | Aviation & Aerospace Industry | Intellectual Property (IP) Transfer/Protection | Deep Experience with Technically Complex Products & Cont...
Connected 1 hour ago
- Entry 2:** Site Administrator
Connected 6 hours ago

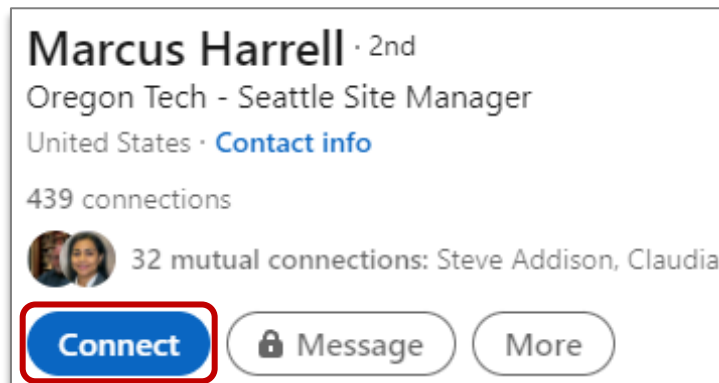
When you delete a connection, they do not get notified

Be Smart When Making New Connections (from the LI website)

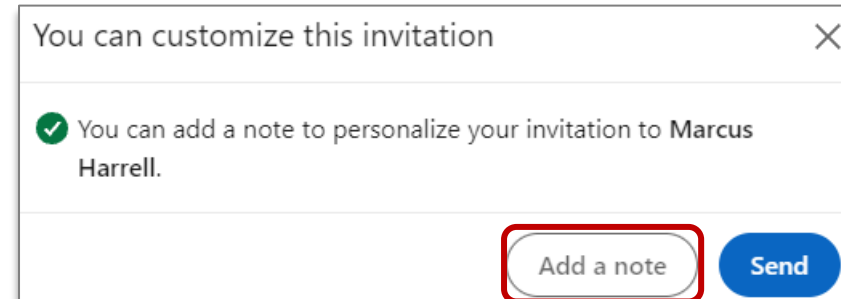
- 1 Do **NOT** click *Connect* unless you have read someone's full Profile ...
You will **NOT** be able to include a personal note this way



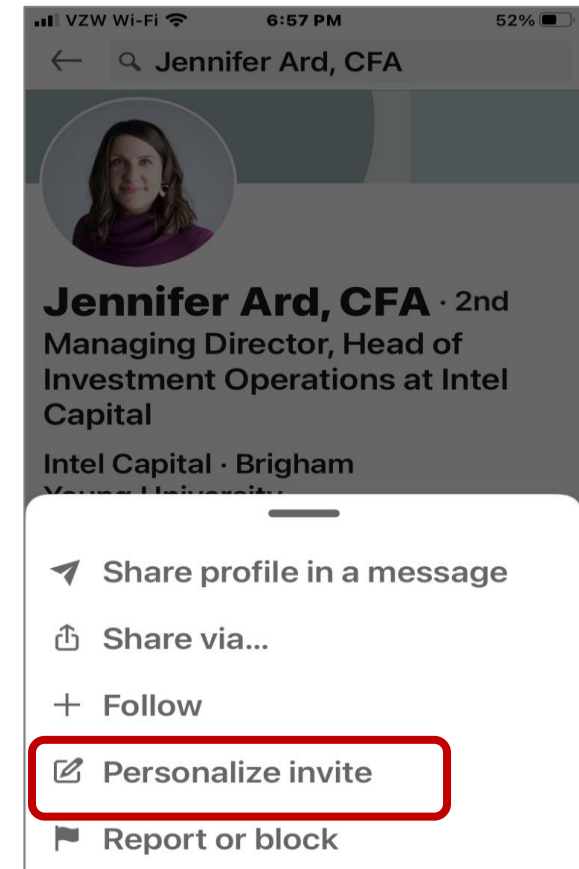
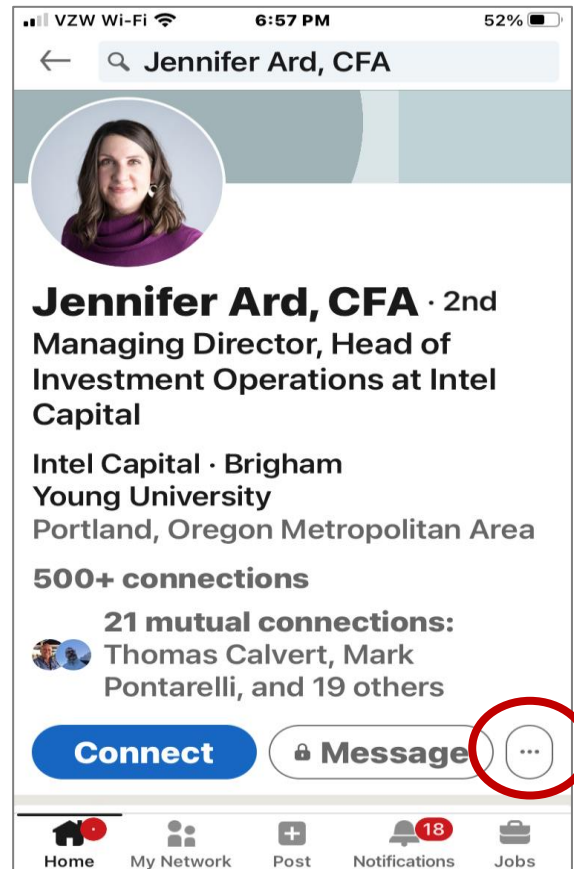
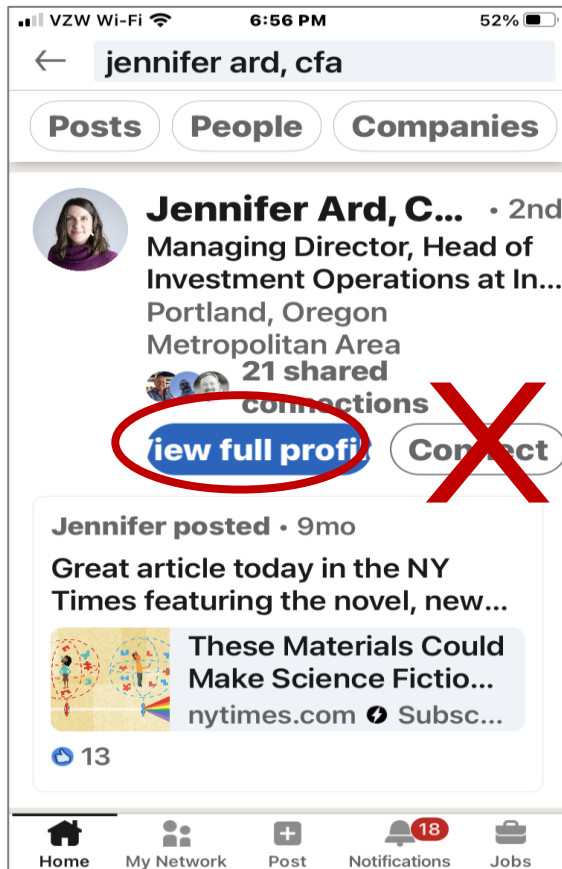
- 2 Instead, after reading their FULL profile, click *Connect*



- 3 Always **ADD A NOTE** explaining why you are connecting



Be Smart When Making New Connections (from the LI mobile app)



1 You will **NOT** be able to include a personal note this way. **View PROFILE first.**

2 After reading their FULL profile, click **MORE (...)** to add a personal note

3 Always **ADD A NOTE** explaining why you are connecting