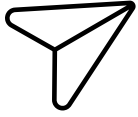


LinkedIn Interactions

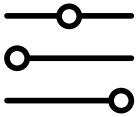
Simplify your networking by connecting and maintaining relationships on LinkedIn. Connections may help you to advance your career by learning more about your chosen industry.

View the [CONNECT - Bridging Classroom to Career](#) webpage for more interview preparation support.

CONNECTIONS



Sending a Link Request – Avoid inviting strangers to your network just to make your connection larger. Try creating valuable connections with people who you know or want to know professionally.



Customizing Link Messages – If you want to link with a connection you just met, it is important to customize your message to help them to know where/how you met them. **However, the basic (free) version of LinkedIn limits the amount of customized messages.** Use your customized message opportunities wisely! If you know that person well, send a link request with no customized message. After the connection accepts your invitation, then send a direct message outlining how you met and/or nice things about them. If you don't know them at all, ask from mutual contact to introduce you.



Accepting/Declining Requests – You may choose to accept your colleagues and people whom you have positive relationships. It is okay to decline anyone you do not have a professional connection or someone you may have a negative relationship.



Be Active With Your Connections – Join professional or interest groups. Don't be afraid to expand your profile. Engage with your professional audience: sharing helpful posts and content, posting helpful articles, reacting to posts, and requesting and giving recommendations.

RECOMMENDATIONS



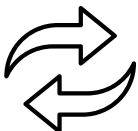
Request a Recommendation – Search the profile of the person you are requesting. Under the more section, there is a request a recommendation section. Fill out the required information including the personalized message.



Personalize Your Request – Avoid using LinkedIn's default message. Include what activities/skills you hope they would speak to in their recommendation, a sincere thank you for their efforts and intentions of returning the favor.



Accepting/Declining Recommendations – Accepted recommendations will be visible on your profile. When you receive a recommendation, LinkedIn will allow you to either accept or decline the message.



Return the Favor – Take time to highlight others' skills by writing a brief recommendation. Focus on the professional experiences you shared and what skills they brought to the table.

