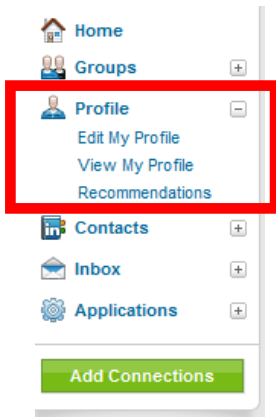
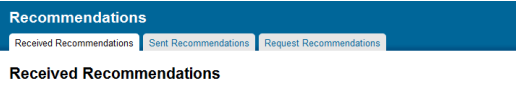


How to offer a recommendation/endorsement for someone you respect on LinkedIn!



Listed below are the steps to offer a recommendation or an endorsement for someone that you respect or has provided you great service.

1. Start on your LinkedIn "Home Page"
2. Expand the Profile Tab on the left side of your LinkedIn screen by clicking the "+" button
3. Click on the Recommendations link to take you to the "Recommendations" Screen
4. On this screen you can manage recommendations received and offer or "Make a recommendation" for anyone in the network.
5. Fill in the person's name (first & last) and their email address as listed in LinkedIn
 - i. Example: Jim Browning - Jim.Networking@gmail.com
6. If this person is in your network already, you can select them from your "connections list" from the link below the "Name/email" entry boxes
7. Then determine and select the type recommendation you are offering; Colleague, Service Provider, Business Partner or Student
8. Then click the "Continue" button.
9. You are now taken to a new screen "Create your recommendation"
10. On this screen you create the recommendation for the person.
11. Determine the role or service that you wish to give the recommendation
 - i. Example: LinkedIn Professional Trainer at Browning Business Solutions LLC
12. Next you need to determine the correct "Service Category" which you can select from the drop down list
 - i. Example: Business Consultant, Career Coach, Professional Trainer or Other
 - ii. The "Other" selection allows you to type the service like "Professional LinkedIn Training"
13. Next you need to select the year the service was completed
14. Check the box if you have used this service or "hired Jim" more than once.
15. Next you will determine the "Top Attributes" of this person and select three of the following; Great Results, Personable, Expert, Good Value, On Time, High Integrity and Creative.
16. Now it's time to actually write your recommendation; make sure to use proper grammar, spelling and good industry key words. Remember that this recommendation/endorsement is visible on their profile and yours as well, make sure you are proud of it. Hint: Create in Word and copy/paste here.
17. A message will be sent to the person through LinkedIn sharing the recommendation you have just written.
18. By selecting the "view/edit" link you can edit or customize the message
19. Recommendations can only be given if the person is in you 1st level of your network.
20. If the person you have written the recommendation for is not in your 1st level network, select/check the box to the left of "Invite Jim to join your professional network". This will post the endorsement on their profile and join networks all in one easy step.
21. You are almost completed, just click the "Send" button to complete the recommendation/endorsement and send it to the person for approval.
22. The recipient of the endorsement/recommendation get's to review the details and approve/decline or request changes.
23. Once they approve the endorsement/recommendation it will appear on their profile.



Manage recommendations you've received
 Ask colleagues, clients, managers, and employees to endorse your work. Get recommended. (Looking for recommendations you've made? [Click here](#))

Owner at Jim Browning Training
 You have no recommendations for this position. [\[Ask to be endorsed \]](#)

[Add a job](#) | [Add a school](#)

Make a recommendation

Name: Jim Browning Jim.Networking@gmail.com
[-] Enter a name OR select from your connections list

Recommend this person as a:

- Colleague:** You've worked with them at the same company
- Service Provider:** You've hired them to provide a service for you or your company
- Business Partner:** You've worked with them, but not as a client or colleague
- Student:** You were at school when they were there, as a fellow student or teacher

[Continue](#)



Create your recommendation

Jim Browning, Service Provider

Position you're recommending Jim for:
 LinkedIn Professional Trainer at Browning Business Solutions, LLC

Service category:
 Business Consultant

Year first hired:
 2009 I have hired Jim more than once

Top Attributes
 Choose THREE attributes that best describe this service provider.

- Great Results:** Superlative work, from concept to final output.
- Personable:** Works well with colleagues and clients
- Expert:** Deep and detailed knowledge of the subject
- Good Value:** Excellent work at a reasonable cost
- On Time:** Punctual at each step of the process
- High Integrity:** Trustworthy, consistent, and reliable
- Creative:** Inventive, out-of-the-box ideas and implementation

Written Recommendation
 Write a brief recommendation for Jim. Recommendations you write will appear on your profile.

I attended a Jim Browning training on How to use LinkedIn and I learned several valuable tips, the first tip is that you must network with idea of helping others first, respond quickly to requests, use a professional picture, and most importantly how LinkedIn works and how to build and improve your profile. You can learn as well www.JimBrowningTraining.com.

A message will be sent to Jim with your recommendation. [\[view / edit \]](#)

Invite Jim to join your professional network
 If Jim accepts your invitation, your recommendation will appear on Jim's profile.

[Send](#) or [Cancel](#)

* You can edit or remove the recommendations you create at any time.