



The first step is to **click** on your profile picture.

The screenshot shows the LinkedIn interface for user Colleen McKenna. At the top, the navigation bar includes icons for Home, My Network (with a '2' notification), Jobs, Messaging, Notifications (with a '3' notification), Me (highlighted with a red box), Work, and Recruiter. Below the navigation bar, the page title is "Jeffrey Epstein's Book - Search Jeffrey Epstein's little black book for the first time".

The left sidebar displays the user's profile information for Colleen McKenna, including her profile picture, name, headline "Helping professionals navigate LinkedIn for recruiting, client development + branding | LinkedIn Trainer and Speaker", and statistics for profile views (729) and post views (601). It also lists "My pages (5)" such as "Intero Advisory" and "Hartman Executive ...".

The main content area shows a post by Joe Porpiglia commenting on a post. The comment mentions "Shelley Smith, Culture Curator CPCC" and "Hot off the digital press - Grab your Flip Book copy now Summer edition #CultureMattersMagazine". Below the comment is a large image of the "Culture Matters MAGAZINE" cover, featuring two women and several article teasers like "Businesses Can Improve Workplace Culture" and "The F Word Wins".

The right sidebar contains "LinkedIn News" with several headlines, "Promoted" content from Design Pickle and eCornell, and "Add to your feed" with suggestions for Andrew Cuomo and Chris Walker.



Click on **View Profile**.

The screenshot shows a LinkedIn profile page for Colleen McKenna. The profile picture is highlighted with a pink box, and a dropdown menu is open over it. The menu items are:

- View Profile (highlighted with a pink box)
- ACCOUNT
 - Settings & Privacy
 - Help
 - Language
- MANAGE
 - Posts & Activity
 - Company: Intero Advisory
 - Company: Hartman Executive Adv...
 - Company: The Strategies That Wor...
 - Company: Business Opportunity N...
 - Showcase: Speaking + Training En...
 - Recruiter Account
 - Sales Navigator Account
 - My Posted Jobs
 - Sign Out

The background of the profile page includes a header with the search bar and navigation icons, a main post area with a 'Start a post' button and options for Photo, Video, Document, and Write, and a sidebar on the left with profile statistics and page recommendations. A featured article for 'Culture Matters Magazine' is visible in the main content area.



Click on Show recruiters you're open to work.

The screenshot shows the LinkedIn profile of Colleen McKenna. The profile banner features a cityscape and the text "INTERO advisory ESTABLISHED 2011 BALTIMORE". The profile name is "Colleen McKenna" with a LinkedIn icon. Below the name, it says "Helping professionals navigate LinkedIn for recruiting, client development + branding | LinkedIn Trainer and Speaker" and "Baltimore, Maryland, United States · 500+ connections".

On the right side of the profile, there are several sections:

- "Edit public profile & URL"
- "Add profile in another language"
- "Promoted" section with two ads:
 - "MBA @ Syracuse: Want to Skip the GMAT? No GMAT required for SU's online MBA. Complete your degree in 24 months!"
 - "REPUBLIC SERVICES: Grow Your Career. Republic Services is now hiring an HR Manager in the Baltimore, MD area."
- "Colleen, learn what hiring managers look for in answers to top interview questions" section with three video prompts:
 - "What do you like to do outside of work?"
 - "Describe your leadership style."
 - "Tell me about a time you disagreed with someone."

A pink box highlights a button that says "Show recruiters you're open to work — you control who sees this" with a "Get started" link below it. Below this button is a dashed box indicating where a profile picture would be placed.

At the bottom of the profile, there is a section "Get your profile ready for clients" with a "Feature your work" option and an "Add a link" button.



Complete the required information.

Add job preferences

Tell us what kind of work you're open to

Job titles *
Add title +

Job locations *
Baltimore, Maryland, United States ✓ Add location +

Start date
 Immediately, I'm actively applying
 Flexible, I'm casually browsing

Job types
Full-time ✓ Contract + Part-time + Internship + Temporary +
Remote +

Choose who sees you're open *
You decide if you want only recruiters or all LinkedIn members to see this

Add to profile



Click **Add to profile**.

The screenshot shows the LinkedIn 'Add job preferences' dialog box overlaid on a user's profile page. The dialog box is titled 'Add job preferences' and contains the following sections:

- Tell us what kind of work you're open to**
- Job titles ***: Includes an 'Add title +' button.
- Job locations ***: Shows 'Baltimore, Maryland, United States' with a dropdown arrow and an 'Add location +' button.
- Start date**: Includes two radio button options: 'Immediately, I'm actively applying' and 'Flexible, I'm casually browsing'.
- Job types**: Includes buttons for 'Full-time' (checked), 'Contract', 'Part-time', 'Internship', 'Temporary', and 'Remote'.
- Choose who sees you're open ***: Includes a profile picture and the text 'You decide if you want only recruiters or all LinkedIn members to see this' with a dropdown arrow.

At the bottom right of the dialog box, there is a blue button labeled 'Add to profile', which is highlighted with a pink rectangular border.