

LinkedIn Q&A Checklist

LinkedIn offers two specific networking opportunities for people who use the site. LinkedIn Answers is a section of the site where users can ask and answer questions on the site to increase their authority and establish connection with other people related to their areas of interest.

This checklist will capture all the aspects of this function within LinkedIn for those who use it. You can access the LinkedIn Answers section by clicking on the blue “More” icon at the top of your main profile page.

- ☐ Click Answers from the “More” drop-down box to go to the Answers Home area.
- ☐ If you’re asking a question, you’ve entered it by clicking on the heading “Ask a Question,” then submitting your question in the space provided and clicking the blue “Next” button.
- ☐ If you’re answering questions, you’ve clicked the yellow “Answer Now” button to search for a question to answer. Answers chosen as “Best” establish credibility for the person answering, and they receive a green star in their profile to show their expertise in the topic.

Also, you can answer questions directly from the Answers home page by clicking on the item from the list of Open Questions. There is also an option to “Suggest An Expert” if the question is out of your area of expertise.

- ☐ You’ve searched through previous answers to the question you have, as an alternative to submitting a new question on the same topic. You can either browse answers by category or use the Advanced Answers Search option within the LinkedIn Answers menu.