

HOW TO

Add yourself as a Mentor at myGwork on LinkedIn

1

Login to LinkedIn

Using your credentials. Once you're logged in, you'll be directed to your LinkedIn homepage.

2

View profile

Click on your profile image and then **View Profile** to access your LinkedIn profile.

3

Add profile section

Click **Add profile section** in your profile's introduction section to expand options.

4

Add position

Click the **Core** dropdown list, then **Add position**.

5

Add experience

In the **Add experience** pop-up window, enter the following information into the fields provided.

- **Title:** Enter "Mentor" as your role on myGwork.
- **Company name:** Enter "myGwork" as the name of the organization where you provide mentoring.
- **Start date:** Enter the date you started as a mentor with myGwork, then tick "I am currently working in this role".
- **Description:** Provide a brief description of the mentoring services you offer and the expertise you have to offer other professionals.
- **Industry:** Include the industry that you currently work within. **Note - this should remain the same as listed on your current LinkedIn profile to avoid overwriting this information.**

6

Additional details

You have the option to add further details, such as your skills and location to give context to your mentoring expertise.

7

Review and save

Check the information is accurate then click **Save** to add mentoring experience to LinkedIn.

Please remember to update your LinkedIn profile regularly to keep your information aligned with your ongoing engagement as a mentor with **myGwork**.

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