

Assess Your Online Presence

Safe guard your brand and reputation including your online footprint. One wrong decision online can hurt your virtual and real life reputations in one fell swoop. Think carefully before posting anything online. Does it fit with your personal brand?



Currently I am:

- Seeking a FT/PT position
- Seeking an internship
- Seeking a volunteer position
- Seeking a research position
- Seeking a leadership position
- Applying for graduate school

SOCIAL NETWORKS AND ONLINE MEDIA

The last time I Googled myself was: _____

I was comfortable with what I saw? Yes No

I would rate my Facebook content as:

- | | | |
|----------------------------|----------------------------------------------------------|----------------------------------------------------------------|
| | <input type="checkbox"/> I don't have a Facebook account | |
| Facebook Profile/Info | <input type="checkbox"/> Fine for friends | <input type="checkbox"/> Needs updating before recruiters view |
| Facebook Photos | <input type="checkbox"/> Fine for friends | <input type="checkbox"/> Needs updating before recruiters view |
| Facebook Groups/Pages | <input type="checkbox"/> Fine for friends | <input type="checkbox"/> Needs updating before recruiters view |
| Facebook Wall/Posts | <input type="checkbox"/> Fine for friends | <input type="checkbox"/> Needs updating before recruiters view |
| Facebook Friends' Profiles | <input type="checkbox"/> Fine for friends | <input type="checkbox"/> Needs updating before recruiters view |

I frequently visit/use:

- Blogs
- Message Boards
- Other social media sites

To Enhance Your Profile, Consider Adding:
<ul style="list-style-type: none">• Quotes that are meaningful to you• People you admire• Causes and issues you support• Personal goals and accomplishments

If a recruiter saw my entries I would feel?

- Uncomfortable Comfortable Very comfortable

STAYING CONNECTED

The email address I am using in my application process is: _____

- My current email address is: Appropriate for employers Inappropriate
- My voicemail message is: Appropriate for employers Inappropriate

I have posted my resume online:

- Jacket Jobs Yes No
- Other Websites Yes No

Polish the "Professional" You:
<ul style="list-style-type: none">• Use a professional email address• Update your resume regularly• Post only on sites whose privacy policies protect your identity

GOOD TO GO?

I believe my online presence is: Ready to go Needs some updating Needs an overhaul