

# PERSONAL INTERNET PRESENCE

## Job Seeker Self-Audit

### RETURNED TO SENDER

What is the e-mail address you use on your resume? \_\_\_\_\_

This e-mail is: Permanent or Expires in the (near) future

In your opinion, this address is: Professional or Funny

### GOOGLE YOURSELF

Have you used a search engine to see what information about you is available on the Internet?

Regularly Occasionally Once Never

If you have, were you comfortable with what you found? Yes No

### IS THERE ANYBODY OUT THERE?

Do you belong to a social networking site (Facebook, Friendster, MySpace, etc.)? Yes No

For each site you belong to, would you feel comfortable if an employer were to see you:

Profile? Definitely Give me a half-hour Employers check Facebook/MySpace!?

Pictures? Definitely Give me a half-hour Employers check Facebook/MySpace!?

Groups? Definitely Give me a half-hour Employers check Facebook/MySpace!?

Friends' Comments? Definitely Give me a half-hour Employers check Facebook/MySpace!?

Friend's Profiles? Definitely Give me a half-hour Employers check Facebook/MySpace!?

### PSSST...WANT A RESUME?

Do you have a resume posted on any Career Websites: Monster.com CareerBuilder Other(s)

Is your resume on this (these) site(s) current? Yes No

For each place that you have it posted, are you familiar and comfortable with the site's privacy policy? Yes No I don't know

➤ If you answered "No," **circle** the sites for which you are unfamiliar with the privacy policy.

Has your resume been posted on the Internet by your academic department? Yes No I don't know

Do you belong to any student organizations or other groups? \_\_\_\_\_

Have any of these groups posted your resume on their sites? Yes No I don't know

➤ If you answered "Yes" or "I don't know," **circle** those organizations.

If your resume is posted on the Internet do you:

Know when the resume will be removed from the site(s)? Yes No

➤ If you answered "No," **note** that above where relevant.

Have all of your contact information included? Yes No

➤ If you answered "Yes," **note** that above where relevant.

### YOU ARE WHAT YOU TYPE

If you have your own website or blog, would you be comfortable if a potential employer were to read its content? Yes No

Have you ever discussed a company, interview, job, etc., on your blog or website? Yes No

Do you follow the "if you wouldn't want to read it in the front page of the newspaper, don't put it in an e-mail" rule? Yes No

### ACTION PLAN

Based on your answers above are you comfortable with the image of yourself that you are projecting through the Internet?

Yes No

If you answered "No," what steps do you plan to take to increase your level of comfort with your personal Internet presence?

➤ \*First consider the areas (Google, posted resumes, social networking sites) where you have identified potential problems./\*What could you fix immediately?/\*What is going to take some research?/\*What might take ongoing maintenance?/\*Is there anything that you would like to discuss with the Coordinator of Career Services?

If you answered "Yes," think about strategic steps you may be interested in taking to improve your web presence.

### Goals and Steps

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_