

# 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  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 (e.g. Facebook or Friendster)?  Yes  No  
For each site you belong to, would you be comfortable if an employer were to see your  
Profile?  Definitely  Give me a half-hour  Employers check Facebook?!?  
Pictures?  Definitely  Give me a half-hour  Employers check Facebook?!?  
Groups?  Definitely  Give me a half-hour  Employers check Facebook?!?  
Friends' Comments?  Definitely  Give me a half-hour  Employers check Facebook?!?  
Friend's Profiles?  Definitely  Give me a half-hour  Employers check Facebook?!?

### Pssst...Want a Resume?

Do you have a resume posted on any of these career web sites:  
 CCO Express  Monster.com  Careerbuilder  Other \_\_\_\_\_  
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.  
– do you 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 web site 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 web site?  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, etc.) 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 a career consultant in the career center?  
If you answered "Yes," think about what strategic steps you may be interested in taking to improve your web presence.

### Goals and Steps

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_