### PERSONAL INTERNET PRESENCE

**Job Seeker Self-Audit**

#### Returned to Sender

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

- [ ] 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?
- [ ] Pictures?
- [ ] Groups?
- [ ] Friends' Comments?
- [ ] Friend's Profiles?

[ ] Definitely
[ ] Give me a half-hour
[ ] Employers check Facebook?!

If you answered “No,” circle the sites for which you are unfamiliar with the privacy policy.

#### Pssst...Want a Resume?

Do you have a resume posted on any of these career web sites:

- [ ] CCO Express
- [ ] Monster.com
- [ ] Careerbuilder
- [ ] Other

If your resume is posted on the Internet by your academic department? [ ] Yes [ ] No [ ] I don’t know

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?

- [ ] Yes
- [ ] No
- [ ] I don’t know

If you answered “Yes” or “I don’t know,” circle those organizations.

#### 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.

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