**FSW-110: CAREER READINESS TASK #2 – Personal Branding**

Directions: Complete Steps 1-4 and answer the questions that follow. Save and submit via Portfolium in Canvas.

**Step 1: Google yourself**

To ‘Google’ yourself, do the following:

* Be sure you are logged out of Google.
* Clear your cache.
* Go to [www.google.com](http://www.google.com/) and type in your name & city.
* Review the results.
* Note any problematic results: pictures, complaints, records, etc.
* Take necessary steps (if possible) to remove problematic issues with your appearance online.

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| **What did you find when you Googled yourself? Did any of the results surprise you? Why or why not?** |
| The only thing that appeared was a football player for the Miami Dolphins that I share a name with. I wasn't surprised by this, as I've Googled myself in the past. |

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| **Was there anything in your Google search results that could be deemed unprofessional? If so, how can you rectify it?** |
| No. |

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| **If you were a recruiter and you Googled an applicant, what are some things in the search results that would make you not want to hire them?** |
| Anything profane, illegal, or unprofessional would significantly affect my decision to hire anyone. |

**Step 2: Update privacy settings on social media**

Updating your Facebook page is especially important while you’re job searching. So, until you get a job, tighten up the security! (this also applies to Instagram or other social media sites where you may have publicly searchable content).

To update your privacy settings on Facebook, go to your Account Settings and select Privacy, adjusting as needed. Adjust your privacy on other social media sites as well (e.g. make your Instagram private if contains any pictures you wouldn’t want an employer to see). Content that’s okay to be left public includes:

* Neutral- professional pictures
* Work related information
* Volunteer information

Items that should remain private include:

* Incriminating pictures
* Social life
* Messages and posts from friends

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| **What settings did you change on your Facebook and/or other social media accounts and why?** |
| For facebook, I can no longer be found by my email or phone number, and for Instagram, I made my account private. This way, people will need my permission to view my accounts. |

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| **What does your social media presence say to potential employers?** |
| My social media accounts shows content from my personal life, without anything unprofessional to tamper my social media presence. |

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| **Imagine you’re a recruiter and you look at an appilcant’s Facebook page. You think their profile is unprofessional. What’s on it?** |
| Illegal activity, profanity, or anything hateful / racist. |

**Step 3: Create or update LinkedIn account**

Make sure you have a LinkedIn presence.

* Go to[LinkedIn](https://www.linkedin.com/).
* If you don’t already have a LinkedIn account, sign up for one. It’s free!
* If you already have a LinkedIn account, update and refine it so that it’s current with your career and educational goals. Make sure you are using keywords that may appear in a search, and you have an appropriate photo.
* Find me (your instructor) on LinkedIn and send me a Connect request.

For instructions on how to do all of the above, go to: <https://www.linkedin.com/help/linkedin>

For LinkedIn tips for developers, [read this article](https://medium.com/@samanthaming/tips-to-optimize-your-linkedin-profile-for-developers-77777c1e2c2e).

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| **How does your LinkedIn profile align with your career goals?** |
| My LindedIn profile shows my education, experience, current skills, and will have a resume filled with relevant experience to get hired. |

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| **What are some ways you can use LinkedIn to further your career?** |
| I can use LinkedIn to network with others in my same job field. |

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| **What keywords/phrases related to web development did you use in your profile?** |
| I included certain technologies like HTML, CSS, and JavaScript etc, and listed everything I am currently studying in this degree's syllabus. |

**Step 4: Professional email & voicemail**

Make sure you have a professional email address (e.g. firstname.lastname@gmail.com) listed in your contact information, whether it’s on your LinkedIn page or your resume.

And when an employer does contact you via email, apply these [email etiquette rules.](https://www.themuse.com/advice/25-email-etiquette-rules-that-are-worthy-of-a-reminder)

Be sure to check your outgoing voicemail message and change it if necessary! Make sure it follows some [simple voicemail etiquette guidelines HYPERLINK "https://www.thebalance.com/how-to-give-a-professional-voicemail-greeting-2533703"](https://www.thebalance.com/how-to-give-a-professional-voicemail-greeting-2533703).

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| **What is your ‘work appropriate’ email address? Why did you choose this one?** |
| andrewmfranks1995@yahoo.com  This email address is neutral and professional because it only contains my name and birthdate. |

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| **Did you need to change your outgoing voicemail message? Why or why not?** |
| I did not need to change my voicemail, as it is professional how it is. |