

ONLINE PRESENCE CHECKLIST

Your online presence is extremely important because Recruiters and Hiring Managers can easily search you by your name online. The information that is found online can be the cause for them to either contact or not contact you. Don't let your online presence affect their hiring decision.

Note: Stay abreast of your online presence so that you can control what is said or shown about you.

Name:

- Always remember that wherever you use your complete name, the search engines will retrieve it. It is recommended to use a [handle](#) in all of your social media sites. Even refrain from using your complete name when completing the profile details because your name will still be searchable. Also, when you are making comments on blogs, if you use an account that has your name, it will also populate in a search.

Profile Images:

- According to branding standards, if you are affiliated with several social media sites: Facebook, LinkedIn, Instagram, Pinterest, etc., it is recommended to use the same image. Please see the document Profile Image Standards to establish proper image guidelines. While you're applying to jobs, use an image of yourself, not with your significant other or children. The reason for this is because you do not want to influence any hiring ideas with marriage and family. You want to be seen as an individual. Once you have acquired a new position, go back and add the images you prefer to your social sites - except for LinkedIn - that image should always remain professional.

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Search Yourself:

- ☐ Use more than one web browser to search yourself (Google, Bing, Yahoo, etc.).
- ☐ Go past the first two (2) - three (3) pages.
- ☐ Contact people or websites that contain unprofessional posts about you.
- ☐ Employment Sourcing Sites
 - ☐ Review any resumes uploaded to your profile. Make sure they are updated and consistent with your LinkedIn profile and the resume you are submitting to jobs.
 - ☐ If you are not registered to any career websites, take advantage of them and post your updated and consistent information to them.
 - ☐ Review and/or develop your profile at the following sites:
 - ☐ Indeed
 - ☐ Monster
 - ☐ Authentic
 - ☐ Career Jet
 - ☐ Dice
 - ☐ GitHub
 - ☐ Glassdoor
 - ☐ Hired
 - ☐ LinkedIn
 - ☐ Simply Hired
 - ☐ StackOverflow
 - ☐ Ziprecruiter
- ☐ Social Media Sites
 - ☐ Upload an image.
 - ☐ Set your privacy settings.
 - ☐ Do not connect with your boss/co-workers. Connecting is not a professional act. It is OK to reject/ignore a request that has been sent to you.
 - ☐ Delete/Deactivate old or sites not in use.
 - ☐ Review the sites you are registered with. Here is a list:
 - ☐ LinkedIn
 - ☐ Facebook
 - ☐ Google +
 - ☐ Twitter
 - ☐ Pinterest
 - ☐ Dribble

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- ☐ MyLife
- ☐ Classmates
- ☐ Ning
- ☐ LiveJournal
- ☐ Tagged
- ☐ Reddit
- ☐ Digg
- ☐ Github
- ☐ Stackoverflow
- ☐ Del.icio.us
- ☐ Technorati
- ☐ Youtube
- ☐ MySpace
- ☐ HTML5 Rocks
- ☐ Forrst
- ☐ Geeklist
- ☐ Snipplr
- ☐ Masterbranch
- ☐ Bisquits
- ☐ Codesnipp.it
- ☐ Bettercodes
- ☐ Fark
- ☐ Slashdot
- ☐ Mixx
- ☐ Shoutwire
- ☐ Newsvine
- ☐ StumbleUpon
- ☐ SWiK
- ☐ Networking for Professionals
- ☐ SecondLife
- ☐ Propeller
- ☐ Dzone