

GOOGLE YOURSELF

Have you used a search engine to see what information is available about you online?

Once Occasionally Regularly Never

If you have, were you comfortable with what you found?

Yes No

PERSONAL INFORMATION

If you have your own website or blog, would you be comfortable if everyone read its content?

Yes No I don't know

Do you have any of the following posted online?

Phone number(s) Address Schedule(s)

Do you adhere to the following rule: *if you wouldn't want to read it (or see it) in a newspaper, don't include it online?*

Yes No I don't know

Do you use a different password for each of your online accounts?

Yes No

Have you ever revealed your password(s) to others?

Yes No

SOCIAL MEDIA

Do you utilize any online sites including Facebook, Twitter, YouTube, Snapchat, Instagram, Vine, LinkedIn, etc.?

Yes No

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

Profile:	Definitely!	Give me a ½ hour...	Employers check this?!?
Pictures:	Definitely!	Give me a ½ hour...	Employers check this?!?
Groups:	Definitely!	Give me a ½ hour...	Employers check this?!?
Friends' comments/profiles:	Definitely!	Give me a ½ hour...	Employers check this?!?

EMAIL

What email address do you use on your résumé?

The email is . . . Permanent Expires in the (near) future

Is your address professional? Yes No

Do you know what happens to your MSU email upon graduation?

Yes No

CELL PHONE

Do you have voicemail, an answering machine, or ringback tones?

Yes No I don't know

Is your message professional?

Yes No

Can you refrain from looking at your phone while you wait for an interview?

Yes No

WHAT IS DIGITAL DIRT?

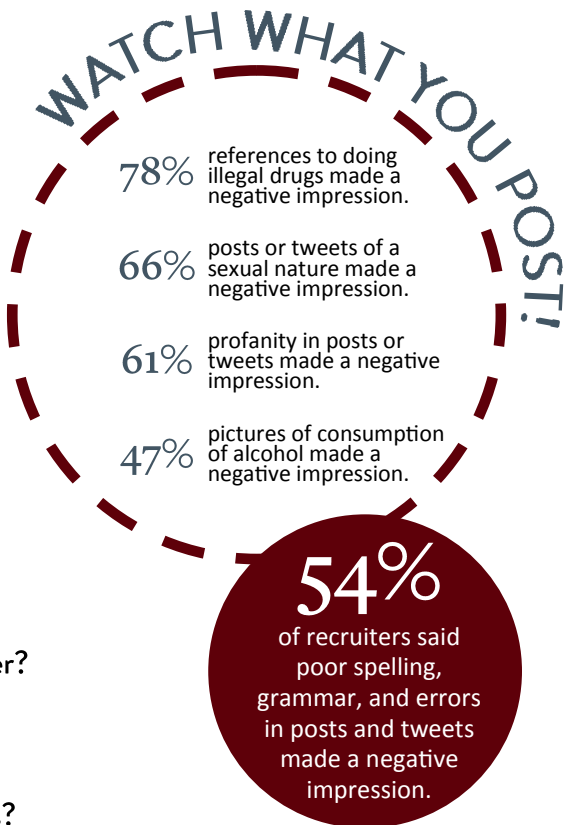
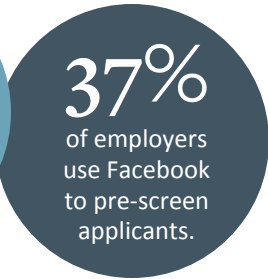
"A negative online reputation; something negative connected to your name online that others can easily find: i.e. drunken pictures, extreme rants on message boards, complaints from exes, talking smack about your boss. Extreme digital dirt is a digital dealbreaker."
-UrbanDictionary.com

92%

of recruiters use or plan to begin using social networks/ social media for recruiting.

Profile
Picture

When job searching, it's best to use a professional looking photo on your social media accounts.



CRIMINAL HISTORY

Do you have any type of criminal history?

(e.g. DUI, MIP, theft, traffic offense, etc.)

Yes No

If yes, do you know how this might impact your future career?

Yes No

CREDIT INFORMATION

Do you have any credit?

Yes No

If yes, do you know your credit score?

Yes No

Do you know how your credit history might impact your future career?

Yes No

ONLINE RÉSUMÉS

Do you have a résumé posted on any of the following career websites?

JobTracks Monster Careerbuilder Other

Is the résumé posted current?

Yes No I don't know

Is the contact information current?

Yes No I don't know

Have you ever discussed a company, interview, previous/current job, etc. on your blog or social media?

Yes No I don't know

LANGUAGE

DO NOT use texting language or emoticons when corresponding with an employer, graduate school, or professional contact. Always use proper grammar and punctuation.

ACTION PLAN

Based on your responses above, are you comfortable with the image you are projecting?

Yes No I don't know

If you answered "No," what steps might you take to increase your level of comfort with your digital presence?

If you answered "Yes," what steps might you take to continue a positive web presence?
