"CLEAN UP" YOUR SOCIAL MEDIA PRESENCE WITH THIS CHECKLIST

Check your presence by Googling yourself
- Check for personal information
- Use a private browsing window
- Find all of your social media accounts

Profile Photo
Taking a good profile photo can help boost your response rate and referral rate. This will help improve your personal brand and increase your chances of success.
- Make sure it is a recent photo
- Your facial expression should be pleasant
- You should be dressed well in appropriate attire

Make sure your information is current
Portray yourself correctly by providing recent information.
Please provide precise information about the following:
- Your educational background (high school, graduation, and post-graduation)
- Relevant work experience
- Your current location

Delete and archive posts you no longer want displayed publicly
- Posts that are inappropriate should be deleted immediately
- Filter through your tagged posts and untag yourself from inappropriate photos

Don't forget that just like in a job interview, you want to highlight your best qualities on social media accounts as well!

Some Ideas on What to Share on Social Media:	Examples of Content to Avoid Posting on Social Media:
• Business updates • Industry news • Photos and videos showcasing interesting places or things to do in your city • Articles regarding current events • Upcoming conferences, webinars, or other events	• Gripes about your boss or job • Pictures of you engaging in partying or questionable behavior • Illegal activities or items • Political or religious tirades • Coarse or violent language • Relationship or personal problems

Think Before You Share:

The Internet Keeps Everything!
It's important to be aware of what you're posting and who can access it. Remember that online content is permanent and although privacy settings can safeguard your accounts from certain threats, nothing is genuinely private.