PERSONAL INTERNET PRESENCE

Job Seeker Self-Audit

Return to Sender
What is the e-mail address that you use on your resume? _____________________________________
This e-mail address is: □ Permanent □ Expires in the (near) future □ In your opinion, the address is: □ Professional □ Funny

Google Yourself
Have you used a search engine to see what information about you can be found 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 MySpace)? □ Yes □ No
For each site you belong to, would you be comfortable if an employer were to see your:
Profile? □ Definitely □ Give me a half-hour □ Employers check Facebook?!?
Pictures? □ Definitely □ Give me a half-hour □ Employers check Facebook?!?
Groups? □ Definitely □ Give me a half-hour □ Employers check Facebook?!?
Friends’ Comments? □ Definitely □ Give me a half-hour □ Employers check Facebook?!?
Friends’ Profiles? □ Definitely □ Give me a half-hour □ Employers check Facebook?!?

Psst...Want a Resume?
Do you have a resume posted on any of these career web sites:
□ HIRE-UT □ FloridaHIRE/monsterTRAK □ Monster.com □ CareerBuilder □ Other ____________________________
Is your resume on these sites current? □ Yes □ No
If applicable, are you familiar and comfortable with the website’s privacy policy? □ Yes □ No □ Don’t Know
- If you answered “No,” circle the sites for which you are unfamiliar with the privacy policy.

Do you belong to any student organizations or other groups?
□ Yes □ No □ Don’t Know
- If you answered “Yes” or “I don’t know,” circle those organizations.

If your resume is posted on the Internet, do you:
- Know when the resume will be removed from the site(s)? □ Yes □ No  If you answered “No,” note that above where relevant.
- Do you have all of your contact information included? □ Yes □ No  If you answered “Yes,” note that above where relevant.

You Are What You Type!!
If you have a web site or blog, would you be comfortable if a potential employer 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 responses, are you comfortable with the image of yourself projected 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 Counselor in the Office of Career Services?
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. ________________________________________

Adapted from Center for Career Opportunities, Purdue University, www.cco.purdue.edu