Personal Internet Self-Audit

Check Yourself

E-mail Address
What is the e-mail address currently displayed on your resume?

This e-mail is: Permanent Expires in the near future
In your opinion, this address is: Professional Unprofessional

Search Engines
Have you used a search engine, such as Google, to see what information about you is available on the internet?

Regularly Occasionally Once Never

If you have, were you comfortable with what you found? Yes No

Social Networking Sites
Do you belong to a social networking site (Facebook, LinkedIn, Twitter, Snapchat, 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 half-hour Employers check that?
Pictures? Definitely Give me a half-hour Employers check that?
Groups? Definitely Give me a half-hour Employers check that?
Friend's Comments? Definitely Give me a half-hour Employers check that?
Friend's profiles? Definitely Give me a half-hour Employers check that?

Resume Postings
Do you have a resume posted on any search sites:
Monster.com, Careerbuilder, Tiger Connections, any other job/internship search website

Is your resume on this (these) site(s) current? Yes No
For each place that you have it posted, are you familiar and comfortable with the site's privacy policy?

Yes No Not Sure

If your resume is posted on the Internet, do you:

Know when it will be removed from the site(s)? Yes No

Do you have all of your contact information included? Yes No
Personal Sites and Blogs

If you have your own website or blog, would you be comfortable if employers were read the 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 don’t want to read it in the front page of the newspaper, don’t put it online” rule?
Yes  No

Plan of Action

Based on the above, are you comfortable with the image of yourself being portrayed through the internet?
Yes  No

If “No,” what steps do you plan to take to increase your level of comfort with your online presence?

Identify: Where are my potential problems?

Consider: What can I fix immediately?

Plan: What will take ongoing maintenance?

Set some goals and steps for yourself below.