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?

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 follow the 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 1/2 hour...  Employers check this?!?

Pictures: Definitely!  Give me a 1/2 hour...  Employers check this?!?

Groups: Definitely!  Give me a 1/2 hour...  Employers check this?!?

Friends’ comments/profiles: Definitely!  Give me a 1/2 hour...  Employers check this?!?

EMAIL

What email address do you use on your resume?

The email is: Permanent or Expires in the (near) future

In your opinion this address is: Professional or Funny

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

Yes  No

CELL PHONE

Do you have voice mail, an answering machine or ringback tones?

Yes  No  I don’t know

Is your message: Professional or Funny

Are you able to leave your phone alone while you wait for an appointment?

Yes  No

Profile picture

A professional looking photo is best to use on your social media accounts when job searching.

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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

A professional looking photo is best to use on your social media accounts when job searching.

Profile picture

A professional looking photo is best to use on your social media accounts when job searching.
CRIMINAL HISTORY
Do you have any type of criminal history? (i.e. MIP, DWI, theft, traffic offense, etc.)
- Yes
- No
- I don’t know
If yes, do you know how this might impact your future career?
- Yes
- No

CREDIT INFORMATION
Do you have any credit?
- Yes
- No
- I don’t know
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 RESUMES
Do you have a resume posted on any of the following career websites?
- Optimal
- Monster
- Careerbuilder
- Other
Is the resume 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 or graduate school. 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 dirt?

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