

**STEP TWO: Assess Each Social Media Profile**

Assess each of your social media profiles and determine if there is any information that could potentially be harmful to your employment search. Check for completion of information (especially in the “bio” section of each profile) and consistency in imagery and message.

Fill out one box for each social media profile — for example, LinkedIn, Facebook, Twitter, Instagram, Pinterest, Google+, Tumblr, Quora, and YouTube.

Social Media Profile #1 (i.e., Twitter) _____
Username/Profile Name _____
URL _____
Number of Followers/Fans _____
Date of Last Activity _____
Do I have anything of these on my profile: <input type="checkbox"/> Inappropriate photos <input type="checkbox"/> Me or anyone else drinking or doing drugs <input type="checkbox"/> Bad-mouthing coworkers/employers <input type="checkbox"/> Bad grammar/spelling <input type="checkbox"/> Discriminatory comments <input type="checkbox"/> Confidential information (especially related to a current/past employer) <input type="checkbox"/> Political comments/views

Social Media Profile #2 (i.e., Twitter) _____
Username/Profile Name _____
URL _____
Number of Followers/Fans _____
Date of Last Activity _____
Do I have anything of these on my profile: <input type="checkbox"/> Inappropriate photos <input type="checkbox"/> Me or anyone else drinking or doing drugs <input type="checkbox"/> Bad-mouthing coworkers/employers <input type="checkbox"/> Bad grammar/spelling <input type="checkbox"/> Discriminatory comments <input type="checkbox"/> Confidential information (especially related to a current/past employer) <input type="checkbox"/> Political comments/views

Social Media Profile #3 (i.e., Twitter) \_\_\_\_\_

Username/Profile Name \_\_\_\_\_

URL \_\_\_\_\_

Number of Followers/Fans \_\_\_\_\_

Date of Last Activity \_\_\_\_\_

Do I have anything of these on my profile:

- Inappropriate photos
- Me or anyone else drinking or doing drugs
- Bad-mouthing coworkers/employers
- Bad grammar/spelling
- Discriminatory comments
- Confidential information (especially related to a current/past employer)
- Political comments/views

Social Media Profile #4 (i.e., Twitter) \_\_\_\_\_

Username/Profile Name \_\_\_\_\_

URL \_\_\_\_\_

Number of Followers/Fans \_\_\_\_\_

Date of Last Activity \_\_\_\_\_

Do I have anything of these on my profile:

- Inappropriate photos
- Me or anyone else drinking or doing drugs
- Bad-mouthing coworkers/employers
- Bad grammar/spelling
- Discriminatory comments
- Confidential information (especially related to a current/past employer)
- Political comments/views

Social Media Profile #5 (i.e., Twitter) \_\_\_\_\_

Username/Profile Name \_\_\_\_\_

URL \_\_\_\_\_

Number of Followers/Fans \_\_\_\_\_

Date of Last Activity \_\_\_\_\_

Do I have anything of these on my profile:

- Inappropriate photos
- Me or anyone else drinking or doing drugs
- Bad-mouthing coworkers/employers
- Bad grammar/spelling
- Discriminatory comments
- Confidential information (especially related to a current/past employer)
- Political comments/views

Social Media Profile #6 (i.e., Twitter) \_\_\_\_\_

Username/Profile Name \_\_\_\_\_

URL \_\_\_\_\_

Number of Followers/Fans \_\_\_\_\_

Date of Last Activity \_\_\_\_\_

Do I have anything of these on my profile:

- Inappropriate photos
- Me or anyone else drinking or doing drugs
- Bad-mouthing coworkers/employers
- Bad grammar/spelling
- Discriminatory comments
- Confidential information (especially related to a current/past employer)
- Political comments/views

If you have any controversial or inappropriate information on your profile, either delete the post (preferred) or set the setting for that post/picture to private. Remember, however, that once information is posted online, it lives online forever. And, even if you have your privacy settings set to “Friends Only,” that doesn’t mean that the information won’t be shared. Any of your friends can take a screen shot of your information and share it.