

# Job Search Internet Privacy Checklist



*You should be able to have a personal life online, right? Even though you should, employers can find out personal information about candidates that may impact a hiring decision. There are ethical issues regarding how deeply employers should look for information, but there's nothing stopping them from getting as much information as they can on you. Be careful what you share online - you're not just sharing it with your friends, you're sharing it with the world.*

- ❑ E-mail address
  - Is it professional? *Your email messages should include a signature line that includes your phone number, so it's easy for employers to contact you. Create a professional email address and screen name that you use just for job searching.*
- ❑ Instant Message Accounts
  - Is each of your screen names professional?
  - Do the quotes on your profiles reflect a positive image of you?
  - Does your screen name or profile portray stereotypes?
  - What kind of impression does your away message reveal?
- ❑ What appears when you google your name?
  - If you don't find anything, try googling your name and education institution (e.g. Elizabeth Cowalter at NCSU)
- ❑ What do each of your blogs reveal about you?
  - Personal information? Personal crises or struggles?
  - Family information?
  - Feelings towards religion, politics, friends or coworkers?
  - Expression of involvement in organizations rooted in the opposition of a particular group or cause? *If you have friends who write about you, check to make sure what they are writing is appropriate.*
- ❑ MySpace, Facebook, and other social network profiles
  - What is the focus of each profile? Are photos included free of any substance, sexual or derogatory content? Do friends connected to you in the network reveal strong negative content on their pages? *Take a look at your profile, your pictures and who is linked from your site and vice versa. If you're concerned, make your profile private and be careful what you put on the front page. Anyone can see the information on the front of private pages, by searching by a name or email address.*
- ❑ Forum/Bulletin Board Posts
  - Old form of blogs – same rules apply 😊