ON-LINE PRESENCE CHECKLIST

E-MAIL ADDRESS
What is the email address on your resume?
___________________________________
Choose an address that is permanent and uses your name and/or initials so it is not likely to appear as Spam.

IF EMPLOYERS GOOGLED YOUR NAME:
Would you be comfortable if an employer were to see your:

<table>
<thead>
<tr>
<th>Profile?</th>
<th>Definitely__</th>
<th>Maybe I should delete some items__</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blogs?</td>
<td>Definitely__</td>
<td>Maybe I should delete some items__</td>
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<tr>
<td>Tweets?</td>
<td>Definitely__</td>
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<td>Posts?</td>
<td>Definitely__</td>
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<td>Pictures?</td>
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RESUMES
Do you have a Resume? Yes__ No__ (If not, go to the next section)
Do you have a Resume posted on any Career Website? Yes__ No__
Is your Resume current? Yes__ No__
Is your Resume one that was reviewed by a career services professional? Yes__ No__
Is your Resume one that has truthful and accurate information? Yes__ No__

ACTION PLAN
If you have noted a problem area with your on-line presence, consider the following:

1. Identify areas (Google, resumes, social networking sites, etc.) with potential problems.
2. What could you fix immediately, with some research, or what might take ongoing maintenance?
3. Is there anything you would like to discuss with a career counselor in the Office of Career Services?