

# The University of Scranton- Office of Career Services

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## ON-LINE PRESENCE CHECKLIST

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### 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.

I'm a Bad Liar.



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### IF EMPLOYERS GOOGLED YOUR NAME:

Would you be comfortable if an employer were to see your:

|                  |               |                                    |
|------------------|---------------|------------------------------------|
| <b>Profile?</b>  | Definitely__  | Maybe I should delete some items__ |
| <b>Blogs?</b>    | Definitely __ | Maybe I should delete some items__ |
| <b>Tweets?</b>   | Definitely __ | Maybe I should delete some items__ |
| <b>Posts?</b>    | Definitely __ | Maybe I should delete some items__ |
| <b>Pictures?</b> | Definitely __ | Maybe I should delete some items__ |
| <b>Groups?</b>   | Definitely __ | Maybe I should delete some items__ |

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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\_\_

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### 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?