Checklist: Review your digital footprint

Your digital footprint includes information, activities, actions, contributions, and communications that exist on the internet as a result of your online activity. It is very important to maintain a professional digital footprint. Employers often review a potential candidate's digital footprint, particularly their social media, before making hiring decisions.

- Search your name online.
- Use privacy settings for social media.
- Keep track of all social media accounts that you own.
- Delete or make unprofessional content private.
- Run an image search of yourself.
- Protect and use strong passwords for online accounts.
- Think before you post!
- Clear browser cookies. Some cookies compromise privacy.
- Be mindful of who you follow, and who follows you on social media.
- Be mindful of what you like, share, post, and what you are tagged in.
- Keep public profile updated.