

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