

Image Management Tool

Currently I am: Seeking a full-time position Seeking an internship
 Considering applying for graduate school Seeking a volunteer position

Also consider using the tool for:

Research positions Leadership positions within student organizations Shadow opportunities

Social Networks and Other Online Sites

The last time I Googled myself was? _____

I was comfortable with what I saw? Yes No

TIP-Post a Google Alert to find new information about you.

I would rate the contents of my social networking site as:

Facebook profile	<input type="checkbox"/> fine for a friend	<input type="checkbox"/> needs updating before employers view it
Facebook pictures	<input type="checkbox"/> fine for a friend	<input type="checkbox"/> needs updating before employers view it
Facebook groups	<input type="checkbox"/> fine for a friend	<input type="checkbox"/> needs updating before employers view it
Facebook posts	<input type="checkbox"/> fine for a friend	<input type="checkbox"/> needs updating before employers view it
Friends' profiles	<input type="checkbox"/> fine for a friend	<input type="checkbox"/> needs updating before employers view it

I frequently visit/use:

Blogs
 Message boards
 Listservs
 Online diaries

To enhance your profile consider adding:

- Quotes that are meaningful to you
- People you admire
- Causes and issues you support
- Personal goals and accomplishments

If a recruiter saw my entries I would feel?

Uncomfortable Comfortable Very comfortable

TIP- As Facebook and other online social networks have grown to over 25 million users in the past three years, so are more employers/recruiters tapping these tools within their selection processes.

Staying Connected

The email address I am using in my application process is: _____

My current email address is: Appropriate for employers Funny to my friends

My voicemail message is: Appropriate for employers Funny to my friends

I have posted my resume online

Yes No

If so, with:

U of M Career Center Connector Yes No

Monster Yes No

Careerbuilder Yes No

Yahoo Yes No

I have read the privacy policy for these sites Yes No

I know when my resume will expire on each site Yes No

I am aware that I should take my resume down if I have accepted a position Yes No

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