Social Networking Tips

Remember the following tips when you are on social networking sites:

• **Once posted, always posted:** Protect your reputation—what you post online stays online. Don’t post pictures that could be embarrassing because job recruiters research candidates online.

• **Your online reputation IS your reputation:** Recruiters respond to a strong, positive personal brand. So show your smarts, thoughtfulness, and mastery of the environment.

• **Personal information is personal:** The more details you post, the easier it is for a hacker or someone else to steal your identity, access your data, stalk you, or even rob your empty house while you are on vacation.

• **Consideration is key:** Let a friend know if you are uncomfortable about an inappropriate post, and respect other people’s privacy too.
Take the following precautions when accessing social networks:

• Keep private information private. Do NOT post your social security number, banking PIN, or other personal information.

• Use privacy and security settings so you can control who sees what you post.

• Only approve friend requests from people you know. Remove threatening or harassing people from your friends’ list, block, and report them to the site administrator.

• Use strong passwords that are at least eight characters long and combine letters, numbers, and symbols. Use a different password for every online account you have and store written passwords somewhere away from your computer. Do NOT share your password with anyone.

• Beware of instant messages and e-mails with links that may contain malware or phishing scams. Many hackers will attempt to get you to send them your password this way.