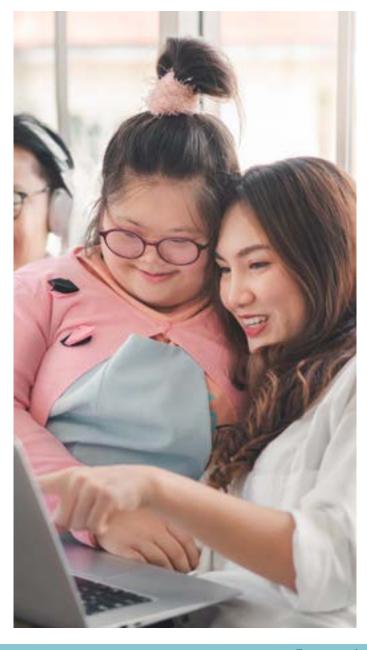


Digital Reputation Checklist



your digital resume for life Search your name on multiple search engines (including images, videos, and other categories). Ask yourself: does this content represent me? Cleanse your social media accounts regularly When it comes to unwanted posts, photos, and videos: untag, archive, or delete. **Curate your community** Review who you follow and who follows vou, and be selective. Unfollow or block people and groups you no longer want to associate with. Choose your privacy and geolocation settings Determine what you want to be public or private, whether that means individual posts or your whole account. **Keep your personal life private** Be very cautious about who you trust when sharing information about yourself, personal photos and videos, or other identifying details. Accentuate the positive Create and interact with content that makes you feel good. Consider doing the same for others by posting uplifting stories, comments, and videos. **Share your life appropriately** People often treat social media as a highlight reel of their life and what you see is not the full picture. Be true to yourself when posting your own content.

Consider your online presence