



SAFE SOCIAL NETWORKING

Take the following precautions on social networks.

- Learn about and use the privacy and security settings—so you can control who sees what you post
- Use tools to manage the information you share with friend groups or have multiple pages—broader participation means the more limited your personal info should be
- Use strong passwords that are long, complex and combine letters, numbers, and symbols, use a different password for every online account you have, and store written passwords away from your computer
- Beware of messages with links that may contain malware or phishing scams
- Remove threatening, harassing people from your friends list, block them, and report them to the site administrator



SOCIAL NETWORKING TIPS

Remember the following tips on social networking sites.

Once posted, always posted: Protect your reputation—what goes online stays online. Don't post pictures that are embarrassing because job recruiters research candidates online.

Your online reputation can be a good thing: 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.