



Digital Reputation Checklist



Search yourself online

Type your name into multiple search engines. Don't forget to check images, videos, and other categories.

Review your social media posts

Remove and untag unwanted posts, photos, and videos.

Review who you follow and who follows you

Be selective. Unfollow or block people or groups you no longer want to associate with.

Check your privacy settings

Determine what you want to be public or private, whether that means individual posts or your whole account.

Think before you post

Is this something you really want others to see or know about you? Remember, one post can impact your job, school, or personal relationships.

Accentuate the positive

Interact with content that makes you feel good. Consider doing the same for others by posting uplifting stories, comments, and videos.