

Social Media & Online Presence Review Worksheet

Name: _____ Date: _____

Understanding Your Online Presence

1. What social media platforms do you use? (Check all that apply)

Facebook

Snapchat

TikTok

YouTube

Instagram

Other: _____

X

2. Have you ever searched for your name on Google? (Check one)

Yes

No

Not sure

3. What do you think an employer or teacher would see if they searched for your name online?
If you are not sure, try to search for yourself and see what comes up.

Safe & Professional Online Behavior

4. Which of these are safe things to post online? (Check all that apply)

Private conversations

Awards or achievements

Sharing hobbies or interests

Personal information (like address or phone number)

Supportive and kind messages

Complaints about teachers, coworkers, friends, or employer

5. Have you ever posted something online that you later regretted? (Check one)

Yes

No

Not sure

If yes, what did you learn from that experience?

6. Why is it important to think before you post on social media?

Making a Positive Online Impression

7. Imagine you are applying for a job. What kind of posts would make a good impression?

8. What steps can you take to clean up your social media if needed?

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9. Do you have a professional social media profile (such as LinkedIn or Handshake)? If not, would you consider making one? Why or why not?

Reflection & Goals

10. What is one thing you will do to improve your online presence starting today?

11. Do you need help managing your social media or online reputation? If so, who could you ask for guidance?