

JobTIPS



Key Points - FACEBOOK

1. Make sure that your privacy settings are set so ONLY your friends can see your information and pictures.
2. NEVER post inappropriate pictures.
3. NEVER post offensive, profane, or overly personal comments.
4. Do not send more than one "friend" request to someone.
5. Do not "friend" current or former supervisors.
6. NEVER accept the "friend" request of someone who you do not know.
7. Do not post more than 1 status update per day.
8. Do not write on someone's wall more than 1 time per week unless they write back.
9. Don't post anything that you wouldn't want your parent, boss, or a stranger to see.