# Social Netiquette

Netiquette represents the importance of proper manners and behavior online. In general, netiquette is the set of professional and social etiquettes practiced and advocated in electronic communication over any computer network. Common guidelines include being courteous and precise, and avoiding cyber-bullying. Netiquette also dictates that users should obey copyright laws and avoid overusing emoticons. www.techopedia.com

## Before You Post…

### [T] [H] [I] [N] [K]

T - Is it True?
H - Is it Helpful?
I - Is it Inspiring?
N - Is it Necessary?
K - Is it Kind?

## Ask Yourself…

- Would your mom want to see that? Who will read this?
- Do you really think that's private? Is this too much information?
- Would you say that to someone's face? Is it disrespectful?
- Is that your work to publish?
- What if someone posted a photo like that of you?
- Could someone misinterpret what I am saying?
- Are you posting out of anger? Are you showing your bad side?

## Profile Pictures: Do's and Don'ts

Personal branding is crucial to your career development in the internet age. The importance of having a good professional looking profile picture can't be understated. Your profile picture is your first impression.

DO: Use a recent photo and keep it updated.

DON'T: Make it a party photo.

DO: Make yourself personable.

DON'T: Upload a photo with someone else cropped out.

DO: Keep it simple from a composition standpoint.

DON'T: Have a photo that looks like it belongs on an online dating profile.

DO: Feel free to include some kind of reference to your career interests.

DON"T: Include significant others, kids, or pets. Sourced from LinkedIn.com

## What's Your Story?
### Writing Your Social Media Bio.

**5 things your bio should answer:**

Who are you?
Where do you work?
What do you do?
What are you interested in?
How can I connect with you?

Sourced from www.hootsuite.com

**5 pro tips to follow:**

Be concise.
Be original.
Be flattering.
Be targeted.
Be human.

Sourced from www.likeablemedia.com

### Did You Know?

A recent survey found that as many as 90% of hiring professionals have viewed social network profiles as part of the screening process.

Sourced from hays.co.uk/socialmedia

## How To Maintain A Positive Presence On Social Media.

| | |
|---|---|
| **Do Be Selective**: It's okay to restrict your friends/followers list. | **Don't Be Fake**: Be yourself. Your friends want to see the real you! |
| **Don't Share Sadness**: Keep the depressing stuff to a minimum. | **Do Model Good Behavior**: Online activity leaves a permanent mark. |
| **Do Promote Your Work**: Social media allows you to grow your reach. | **Don't Believe Everything You Read**: Facebook is not a news source. |
| **Don't Avoid Other Tasks**: Watch your time on social media. | **Do Practice Positivity**: Like posts, use encouraging words, inspire smiles! |
| **Do move to face to face interactions**: Relationships grow | **Don't Be A Know-It-All**: Make the most of your presence, use restraint. |

Sourced from www.stewardship.com

## Mind Your Manners

- Be respectful at all times.
- Ask before you post and tag a photo of someone else.
- Be mindful of copyright and always acknowledge the image or content author.
- Avoid writing in capital letters, people think you are shouting.
- Always try to re-read messages to look for autocorrect mistakes.
- Avoid swearing online, remember that you can't always control your audience.
- When disagreeing with people, always respect yourself and others. State your opinion in a non-aggressive manner and avoid personal attacks.
- Avoid online arguments—nobody ever really wins.

Sourced from www.themodernparent.net

**Career infographics provided by:**

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