

Seeking Employment:

Times have changed with job-searching, and there are numerous websites now available that post jobs for private industry. Many companies offer a way to apply online. However, these sites do not replace traditional and proven job-hunting approaches such as networking, personal contacts, business organizations, and interviewing. While some companies honestly want to help your, others are more interested in taking your money. Be wary of:

- Promises to get you a job and a guaranteed income.
- Up-front fees, even when you are guaranteed a refund if you are dissatisfied.
- Employment agencies whose ads read like job ads.
- Promotions of "previously undisclosed" government jobs. All federal jobs are announced to the public on the [USAJOBS website](#).

Mind your Facebook, MySpace and other social media web sites

If you are in the market for a new job, remember that potential employers are not just reading your resume; they are also reviewing your social media profiles, blogs, pictures, and videos. Even if you clean up your profiles, companies can still have access to older content that you posted publicly. To err on the side of caution:

- Refrain from making defamatory comments about current or former employers.
- Avoid making statements that are discriminatory or demonstrate intolerance.
- Avoid using profanity or offensive slang terms, even if in a joking manner.
- Do not post pictures of yourself that may be offensive, show too much skin, or show you using alcohol or drugs.