INTERNET CHECK (including social media) DO'S AND DON'TS

DO'S:

Do keep an open mind.

Do ask yourself is the information reliable? (Consider the source)

Do try to verify information from multiple sources if possible.

Do ask yourself is the information relevant to the applicant's potential role as superintendent?

Do be aware some information you learn may be protected-class information and cannot be considered when making hiring decisions.

Do keep all your written notes.

DON'TS:

Don't make any hiring decisions based on any of the below criteria, that is discrimination.

Age	National or Ethnic Origin
Economic status	Physical Disability
Familial status	Pregnancy
Gender	Race
Gender Identity	Religion
Marital Status	Sexual Orientation
Mental Disability	Veterans' status (except when applying veterans' preference)

Don't believe everything you read on the internet.

Don't assume that third party information is accurate.

Don't accept negative information at complete face value; use it to either validate or invalidate the information.

Don't automatically disqualify a candidate based on one seemingly bad piece of information.

HELPFUL TIPS

- *Take notes regarding the red flags you find.*

- *If you have a concern about an applicant based on something you read on the internet, ask the applicant about it (in an interview) before making any final decisions about the information.*

- *Not every candidate will have an online presence, that is not necessarily a bad sign.*

- *When in doubt- call us!*