**Social Media & Online Presence Screening Form**

**Section 1: Applicant Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name |  | Position Applied For |  |
| Department |  | Contact Number |  |
| Email Address |  | Date of Application |  |

**Section 2: Consent & Authorization**

I, **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, hereby authorize **[Company Name]** to conduct a social media and online presence screening as part of the background verification process.

I understand that:

* This screening will focus only on publicly available information.
* The purpose is to assess professionalism, integrity, and alignment with company values.
* No login credentials or passwords will ever be requested.
* Information unrelated to job performance (e.g., political views, religion, personal lifestyle) will not be considered.
* I may withdraw consent at any time.

**Applicant Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 3: Platforms to Be Reviewed**

(Only public profiles — optional fields for the applicant)

|  |  |  |
| --- | --- | --- |
| **Platform** | **Profile Link/Username** | **Provided by Applicant** |
| Facebook |  | Yes / No |
| LinkedIn |  | Yes / No |
| Instagram |  | Yes / No |
| X (Twitter) |  | Yes / No |
| TikTok |  | Yes / No |
| YouTube |  | Yes / No |
| Personal Website / Portfolio |  | Yes / No |
| Other |  | Yes / No |

**Section 4: Screening Criteria (For HR Use Only)**

*(Check only what is relevant—avoid discriminatory factors.)*

**Professional Indicators**

* ☐ Professional or industry-related content
* ☐ Participation in professional forums
* ☐ Portfolio or work samples
* ☐ Verified employment history

**Behavioral Indicators**

* ☐ Respectful communication
* ☐ Positive public interactions
* ☐ Evidence of teamwork or leadership
* ☐ No signs of harassment or abusive behavior

**Risk Indicators**

*(Public content only — no assumptions or personal opinions)*

* ☐ Hate speech or discriminatory comments
* ☐ Harassment, threats, or abusive language
* ☐ Illegal activities
* ☐ Severe unprofessional conduct
* ☐ Confidential information disclosure

**Section 5: Findings Summary (HR Use Only)**

|  |  |
| --- | --- |
| Positive Observations |  |
| Neutral Findings |  |
| Concerns Identified |  |
| Additional Comments |  |

**Section 6: Screening Decision**

|  |  |
| --- | --- |
| **Decision** | **Select** |
| ✔ Suitable – No Concerns | ☐ |
| ✔ Suitable with Minor Advisory | ☐ |
| ✔ Further Review Required | ☐ |
| ✔ Not Suitable Based on Documented Public Behavior | ☐ |

|  |  |  |  |
| --- | --- | --- | --- |
| **Reviewer Name:** |  | **Designation:** |  |
| **Date:** |  | **Signature:** |  |