Your picture should be:

1. **Head and Shoulder shot only**: The profile pictures are small, so full body pictures don't work as well
2. **Think about your background**: Plain walls work best, but your background should not include other people, pets, identifying personal items or clutter.
3. **Think about lighting:** The picture shouldn't be too dark or too light.
4. **The picture should be recent image**: Staff are encouraged to update and replace their picture as frequently as required.
5. **Clear and in focus**
6. **In colour**
7. **Unaltered by computer software**