Employee Profile Avatar & Photo Guidelines

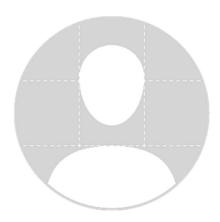All profile avatars and/or photos should be professional and comply with HR Policy 504, Employee Conduct.

Avatar Guidelines:
The City of Glendale logo is the only approved avatar which may be used instead of a profile photo or the default system value (your initials). The logo is available on the GRID.

Photo Guidelines:
Your picture is an important part of your profile and can help you connect with your colleagues in the City. Please follow these detailed guidelines for choosing or taking a great picture. Remember that, once uploaded, your profile picture will be circular.

1. JPG, GIF, or PNG format; **maximum size of 2MB**
2. Ideal size: at least **200 x 200 pixels**
3. The picture must show your face clearly, and be a truthful representation of you.
4. You should be dressed in appropriate business formal or business casual attire.

- **Do not** use pictures that contain other people or pets.
- **Do not** use pictures from vacation, sports, or hobbies.
- **Do not** wear sunglasses. Your eyes and face must be clearly visible.
- **Do not** use pictures that you are too small to be seen clearly.
- **Do not** use picture that there is not enough space around your face (too close).
- **Do not** use pictures that the lighting is not bright enough.
- **Do not** use blurry or unclear pictures.
- **Do not** use pictures with a busy background that detracts from you.
- **Do not** use certificate or formal document photos.
- **Do not** use pictures that have commercial logos.
- **Do not** use pictures that display personal contact information.
- **Do not** edit pictures in a way that is misleading or obstructs your face.

Good Examples

Bad Examples

❌ Not a picture of you

❌ Shows other people

❌ Face not clearly shown

❌ Wearing sunglasses

The best profile pictures are...

Friendly and professional-looking

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 Professional   Unprofessional   Unprofessional

Clear, with good lighting

 Good lighting   Bad lighting   Bad lighting

Close-up, and recognizable

 Recognizable   Too close   Too far away

Revision History:

Date	Version	Description of Changes	Approved By
7/14/21	1	Initial Posting	Technology Governance Committee