SAFETY TIPS FOR YOUR ON-LINE JOB SEARCH

Spartan Career Path and other online job systems have made it easier for you as job seekers to find positions posted by employers. Unfortunately, the same technology makes it easier for scammers to create fraudulent positions to take advantage of you. While we try to screen employers and the positions they post to Spartan Career Path, it is very important that you exercise common sense and caution.

If a position or job offer seems to be too good to be true, if you feel uncomfortable with some of the information requested, or something just doesn't seem right – either back off or proceed with extreme caution. Even if the original position description seems valid, if you receive follow-up e-mails, phone calls or job offers that seem unusual, you need to proceed cautiously.

There are a few key areas to pay attention to when reviewing opportunities to identify potential concerns or ‘red flags’.

(Lack of) Specifics about the Position
Beware of postings that promise or emphasize easy money and/or easy work. Scammers try to attract people by writing advertisements that:
▪ focus on the amount of money to be made and not the specifics of the job
▪ are for “easy” jobs like envelope stuffers, home-based assembly jobs, or on-line surveys
▪ provide a very broad salary range (i.e. employees can earn $40k - $80k the first year)

Communication and Urgency
Employers follow guidelines and processes when hiring, which typically take time and involve a number of people. So, beware of:
▪ very quick responses directly from the employer
▪ emails and/or job postings that contain spelling and grammatical errors
▪ phone calls (instead of emails) especially from unlisted or unavailable numbers
▪ situations in which it is difficult to find a company name, contact names or addresses
▪ requests to help set up a new office in your area because the business need is so strong

Requests for Information and Money
While employers need to collect personal information when you are hired, they have standard processes and forms for this. You should never send personal or financial information via email. Beware of employers who:
▪ ask for a copy of your driver’s license, social security number, credit card, bank account or similar personal information
▪ require an initial monetary investment from you
▪ offer a large payment or reward in exchange for the use of your bank account (often for depositing checks or transferring money)

Protect Yourself
Take a few minutes to research the employer. Through an internet search you will be able to cross-reference the company name, domain name, phone, fax, company email and see if the positions are posted on the company website.
Search specifically for scams via Google (enter the name of the employer, position or contact name + “scam”).


If you encounter suspicious postings in Spartan Career Path:
▪ Please report your experience to the Career Development Center at careerdevelopment@ycp.edu or 717-815-1452 and to The Internet Crime Complaint Center (http://www.ic3.gov/default.aspx)
▪ End all communication with the employer; if personal information was disclosed, monitor your accounts over the next few days to be on the safe side.
▪ Contact the police and report the fraud or scam.
▪ If you have sent money to a fraud employer, contact your bank or credit card company immediately to close your account and dispute the charges.
▪ If the incident occurred entirely over the internet, file an incident report with the FCC at 1-877-FTC-HELP (1-877-382-4357) or at http://www.cybercrime.gov.

More Resources for Safe Online Job Searching:
▪ World Privacy Forum: Job Seekers' Guide to Resumes: Twelve Resume Posting Truths (http://www.worldprivacyforum.org/ConsumerAlert_August222007.html)
▪ Privacy Rights Clearinghouse: Avoiding Online Job Scams (https://www.privacyrights.org/fs/fs25a-JobSeekerPriv2.htm)

1.10.2013