

## SAFETY TIPS FOR YOUR ONLINE JOB SEARCH

Laker CareerZone and other online job systems have made it easier for you as job seekers to find positions posted by employers seeking candidates. 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 Laker CareerZone, it is very important that you as a job seeker exercise common sense and caution. You need to read position descriptions carefully!

Here are some red flags that a posting might be a scam:

- You are asked to give credit card, bank or PayPal account numbers
- You are asked to send a payment by wire service or courier.
- You are offered a large payment or reward in exchange for allowing the use of your bank account - often for depositing checks or transferring money.
- The offer seems too good to be true
- You receive an unexpectedly large check
- You are asked to transfer money, including via e-Bay, PayPal or Western Union money orders
- You are asked for personal information such as your Social Security Number or bank routing number
- You are requested to send a photo copy of your ID, i.e., driver's license to "verify identity"
- You feel uncomfortable with some of the information requested
- You receive follow-up emails or phone calls that seem unusual

In addition, you may receive a job offer in response to your application to a legitimate-appearing job description that is actually just a marketing e-mail to sell you job search "help." Some other tips:

- Be wary of postings for Mystery Shoppers, work at home, or virtual Administrative Assistants or Bookkeepers
- If you are an entry-level candidate with little experience, be wary of an offer with a salary that is way out of range.
- Are there multiple misspellings in the job notice?
- If the position listing is for an international opportunity, does it include travel expenses? Upfront program fees? Research the company and compare its program/benefits with other similar opportunities.
- If the ad mentions upfront fees, check with Career Services.
- Verify that a URL listed in the ad goes to the internet domain of the company that listed it. When using other job boards than Laker CareerZone, read their privacy policies carefully. Also read how easy it is for employers to post jobs by going through the site's employer links.

If you encounter suspicious postings in Laker CareerZone:

- Please report your experience to Career Services at (678) 466-5400
- End all communication with the employer, and if personal information was disclosed, monitor your accounts over the next few days, to be on the safe side.