Check out the company website. Pay attention if it is difficult to find an address, actual contacts, or company details.

Check Glassdoor.com and Handshake for peer reviews and LinkedIn to check for diverse and long-term connections.

Use the Better Business Bureau, D&B Hoovers, and AT&T's Anywho to verify organizations.

Research the company and the recruiter.

Don't accept a job you didn't apply to, or one that doesn't require an interview or gives you a very short time to accept.

Any reputable employer normally requires an interview (and more) before hiring. Keep copies of all communication.

Be wary of an employer who offers you a job before even speaking with you.

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If something feels "too good to be true," be suspicious...

- It probably is!
- Follow your instinct and do the research to determine the legitimacy of the job opportunity.
- Chances are it's a scam!

Know your profile privacy options in Handshake:

- If your personal profile is public in Handshake that means some employers who have been vetted and approved by the University of Rhode Island can contact you directly to share opportunities.

Familiarize yourself with common job scams.

Check out this video from the Federal Trade Commission about common job scams.

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Review the job description closely.

- Does it include a detailed description of responsibilities, training, and compensation?
- Common scams will primarily focus on the opportunity for high wages, and might include: promises and guarantees, home-based assembly jobs, online surveys, personal assistant/shopping duties or tasks that seem too simple for the salary promised.

Never accept and deposit a check before you start and do work.

- A common technique of internet scammers is to ask you to cash a check at a bank, then return some of that money to the employer while you get to keep some of the cash for yourself. This is a scam!
- This includes "start-up costs" or "office supplies for working remotely."

Just because it says it's from Handshake, does not mean it's actually from Handshake!

- If an employer emails you and says they found your information in Handshake, do your research! Search for the employer in Handshake and make sure the person who emailed you is a name on the account.
- This includes "start-up costs" or "office supplies for working remotely."

Take action!

If you believe you have been contacted by, or have given your personal information to a fraudulent employer, please review steps to take here:

- WHAT TO DO IF YOU HAVE GIVEN YOUR PERSONAL INFORMATION TO A FRAUDULENT EMPLOYER.

Reach out to a career education specialist.

- If you have any questions or concerns about an application or an employer, we are here to help and we are happy to help with any vetting questions!

Be alert, knowledgeable, and safe in your job search.

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