



BE AN INFORMED JOB OR INTERNSHIP SEEKER

Center for Career and Experiential Education



1

RESEARCH THE COMPANY AND THE RECRUITER.

- CHECK OUT THE COMPANY WEBSITE. PAY ATTENTION IF IT IS DIFFICULT TO FIND AN ADDRESS, ACTUAL CONTACTS, OR COMPANY DETAILS.
- CHECK [GLASSDOOR.COM](https://www.glassdoor.com) AND HANDSHAKE FOR PEER REVIEWS AND LINKEDIN TO CHECK FOR DIVERSE AND LONG-TERM CONNECTIONS.
- USE THE [BETTER BUSINESS BUREAU](https://www.bbb.org), [D&B HOOVERS](https://www.dnb.com), AND [AT&T'S ANYWHO](https://www.atandt.com) TO VERIFY ORGANIZATIONS.



2

FAMILIARIZE YOURSELF WITH COMMON JOB SCAMS.

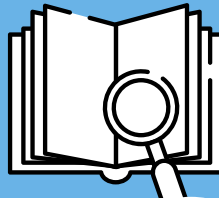
- CHECK OUT [THIS VIDEO](#) FROM THE FEDERAL TRADE COMMISSION ABOUT COMMON JOB SCAMS.



3

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!



4

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.



5

BE WARY OF AN EMPLOYER WHO OFFERS YOU A JOB BEFORE EVEN SPEAKING WITH YOU.

- 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.



6

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."



7

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.



8

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 ARTICLE](#) CAN TELL YOU MORE ABOUT WHAT INFORMATION EMPLOYERS CAN SEE IN YOUR PROFILE.



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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!



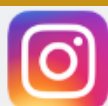
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TAKE ACTION!

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'VE GIVEN YOUR PERSONAL INFORMATION TO A FRAUDULENT EMPLOYER.](#)

Be Alert, Knowledgeable, and Safe in Your Job Search



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