

Protecting Yourself From Fraudulent Job Postings

Overview

Career Services at Illinois Tech offers a variety of opportunities for students and alumni to connect. Handshake and LinkedIn are two of the most common resources that students always have access to connect with employers for full-time and part-time positions, internships, co-ops, and more. While we strive to eradicate fraudulent postings from reaching students through email or Handshake, it is also the responsibility of YOU to exercise caution and perform due diligence in researching the opportunities before applying. You should remain prudent and vigilant about employers' integrity. To ensure a safer job search, we have generated a list of tips to help you identify and avoid scams and fraudulent job postings. We highly recommend that you familiarize yourself with these “red flags” before accepting a career opportunity. ALWAYS CONTACT OUR CAREER SERVICES OFFICE IF YOU FEEL UNSURE OR UNCERTAIN IN THE PROCESS.

Stop the application if notice these fraud signs

- The posting immediately requires your personal information or financial documentation, such as your Social Security number, a copy of your driver's license, passport, credit card information, bank account numbers, and PayPal account numbers.
- The position requires an initial investment, and you are asked to send a payment by wire service or courier, including via eBay, PayPal, UPS, FedEx, or Western Union.
- An employer wants to hire you without a meeting, discussion or interview.
- Provides and asks you to open unexpected links
- If the email or employer has a sense of urgency or pressures you to act quickly.

Resources

- If you are ever in doubt, please contact the Career Services office and report the message promptly by forwarding it to the University at reportphishing@illinoistech.edu or by using the Phish Alert Button (PAB) available in your Outlook toolbar.
- Report your concerns and any suspicious postings to Career Services staff immediately, in person, or through email at careerservices@illinoistech.edu.
- Report the incident to the [Federal Trade Commission \(FTC\)](https://www.ftc.gov) online or by calling 1-877-FTC-HELP (1-877-382-4357).