



JOB SEARCH SAFETY

Our VC Job Board and Other Online Job Boards Make it Easier for You as Job Seekers to Find Positions.

Unfortunately, the same technology makes it easier for scammers to create fraudulent positions to take advantage of you. While the Career Development Center does not knowingly accept fraudulent postings, false jobs may appear from time to time. It is very important that you, as a job seeker, exercise common sense and caution when using our job board and others.

What to do if you encounter suspicious postings in the VC Job Board:

- Please report your experience to VC Career Development Center at 805-289-6473 or VCCareer@vcccd.edu and to [The Internet Crime Complaint Center](#).
- 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.
- Contact the police and report the fraud or scam.
- If you have sent money to a fraudulent 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.Justice.gov/criminal-ccips>.

Safety Tips for Your Online Job Search

1. Research Each Company

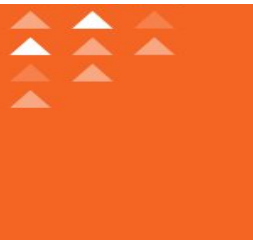
When applying for any position it is important that you research the company thoroughly before releasing any of your personal information.

- Read the job description carefully
- Review the company's website
- Google search the company name followed by the words such as, "fraud," "scam," "reviews," "complaints."
- Use company reviews on sites such as Glassdoor.com

If a position or job offer seems to be too good to be true or if you feel uncomfortable with some of the information requested, 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.

2. Beware of Check & Money Order Scams

No legitimate job or company will EVER ask you to send money to them. Unfortunately, scams may occur in which the victim (or job seeker) receives a counterfeit check or money order and is directed to deposit the item in their own bank account and are asked to quickly forward a portion of the funds through a wire transfer service (i.e. Moneygram or Western Union) to the next person (actually the scammer). Later,



when the counterfeit check bounces, the victim realizes that the money they have forwarded was actually their own money and is now lost from their account.

Watch the following video created by the Federal Trade Commission and read through the safety tips before you start your search. [Watch Video Here](#)

3. Look Out for Common Red Flags:

- You are hired without ever interviewing or meeting your potential employer.
- There are multiple misspellings in the job description and in your correspondence with the employer.
- The posting appears to come from a legitimate company or organization, but the contact's e-mail address doesn't match the company's website domain (i.e., jdoe@gmail.com rather than jdoe@companyname.com).
- The job posting doesn't mention the responsibilities of the job; rather it focuses on the amount of money you will make.
- At the time of hire, the employer tells you they are travelling internationally and needs you to be their assistant or run errands for them.
- 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.
- You receive an unexpectedly large check.
- You are asked to transfer money, including via e-Bay, PayPal or Western Union money orders.
- You are promised a large salary for very little work or the salary is way out of range for an entry level position, part-time job, or internship.
- You are asked for personal information such as your Social Security Number before being considered for the position.
- You are requested to send a photo copy of your ID, i.e., driver's license to "verify identity".
- You are asked to complete a background check before you can be considered for a position.
- The position initially seems to be a traditional job, but upon further research or contact, is actually an independent contractor or franchise opportunity.
- The position requires upfront fees .

Some Other Tips:

- 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.
- Verify that a URL listed in the ad goes to the internet domain of the company that listed it. For example, if the ad lists one URL such as <https://www.governmentjobs.com/careers/vcccd> but when you click on it, you end up on another URL, it could be a scam.
- When using other job boards than Handshake (VC Job Board), read their privacy policies carefully. Also read how easy it is for employers to post jobs by going through the site's employer links.