



BEWARE OF EMPLOYMENT SCAMS

If a job seems too good to be true, be cautious. There are various employment scams designed to gain access to people's money, bank account information, social security number or identity. These scams often are posted on online job boards, in newspapers, or via e-mail.

ONU Office of Polar Careers will block fraudulent employers from posting positions on Polar Careers powered by Symplicity, once we become aware of them. However, due to the creatively deceptive means by which jobs are posted by scammers, we cannot guarantee the validity of every employer or job posted. As stated in the [ONU Polar Careers Privacy Policy](#) (http://www.onu.edu/career_planning/polar_careers_privacy_policy_disclaimer):

Jobs posted on the national site, NACELink (also a part of Polar Careers powered by Symplicity) may or may not be reviewed before posting. Site users are urged to validate job postings and use caution and common sense when applying. Do not disclose social security numbers, credit card information or bank account numbers to unknown employers. For details on NACELink privacy practices, please review the [NACELink Privacy Policy](#) (https://www.nacelink.com/nl_privacy_policy.php).

If you are suspicious or concerned about a company or job posting you find on Polar Careers powered by Symplicity, please contact the Office of Polar Careers at (419) 772-2145 or career@onu.edu so we can investigate.

How Do You Spot a Scam?

Review the information below to identify potential “red flags” for employment scams.

1. **Catchy job titles.** Scammers often use words in the job title to catch your attention, such as “Work at Home”, “No Experience Necessary”, “Make \$1000 a week”, or “Work just one hour a week”.
2. **Required payment.** When payment is requested for training materials, starter kit, or other items it could be a scam.
3. **Lack of employer details.** If few details about the employer are not included in the ad, posting, or email, such as no company name, website, email address, or location, then this may be a scam.
4. **Fake website.** If the website is hosted by a free domain, such as Yahoo, it may be a scam. Scammers will use a legitimate company's website information and post it as a fraudulent site. Research the company name and check domainwhitepages.com to identify when the website was created. If the website was created recently or owned by someone not in the same location as the company, it could be fraudulent.
5. **Unsolicited e-mails.** If you receive an unsolicited e-mail and it comes from a free domain email address (e.g., gmail.com, hotmail.com, or yahoo.com) it could be a scam. If the name of the email signature does not match the name of the email, this may be a scam. Never click on a link in an email from someone you do not know, it could be a virus or other malicious software.
6. **Personal information requests.** Requests for personal information via email, such as a copy of your ID, bank account information, or social security number, can be used by identity thieves.

7. **Guaranteed job offered.** Legitimate employers do not promise a job before discussing with you your skills and experience.
8. **Specific words or phrases.** Beware of words in the job description, such as: wire transfers, PayPal, eBay, package forwarding, or money transfers, these are indicators of a scam.

Although this list is not all inclusive, we hope you use the information and resources provided to keep you, your information, and your money safe. If you are ever concerned about a job posting or think you may have been a victim of an employment scam, do not hesitate to contact our office, the local police or law enforcement agency.

Additional Links

Below is a list of helpful resources for learning more about employment scams or to research possible fraudulent employers.

1. Federal Trade Commission (<http://ftc.gov/jobscams>)
Learn about employment scams or file a complaint.
2. National Consumers League Internet Fraud Watch (<http://www.fraud.org/tips/internet/jobscams.htm>)
Identify tips for avoiding online job scams and use the link to file a complaint.
3. Internet Crime Complaint Center (IC3) (www.ic3.gov)
File a complaint with IC3 or review Internet crime prevention tips.
4. Better Business Bureau (<http://www.bbb.org>)
Research employers by reviewing reports, complaints, and accreditation status.
5. RipOff Report (<http://www.ripoffreport.com>)
Discover complaints about companies.
6. Privacy Rights Clearinghouse (<http://www.privacyrights.org/fs/fs25a-JobSeekerPriv2.htm>)
Learn about avoiding online job scams.
7. Job Scam Examples - Typical Job Scam Examples (<http://jobsearch.about.com/od/jobsearchscams/qt/scamexamples.htm>)
Review job scam examples and share scam information.
8. Job-Hunting/Job Scams (<http://ftc.gov/jobscams>)
Examine information about potential job scams.
9. Federal Trade Commission Job Scams Video (<http://www.ftc.gov/multimedia/video/scam-watch/job-scams.shtm>)
Watch this brief video to learn more about job scams.

References:

- Privacy Rights Clearinghouse <http://www.privacyrights.org/fs/fs25a-JobSeekerPriv2.htm>
- Job Scam Examples - Typical Job Scam Examples <http://jobsearch.about.com/od/jobsearchscams/qt/scamexamples.htm>
- Job-Hunting/Job Scams <http://ftc.gov/jobscams>

Adapted with permission from Bowling Green State University Career Center
#POLARPARDISE #SKILLSFORLIFE #WeGotThis
#PolarCareersRocks #OrangeDoor2ndFloor

More resources like this are available in the Document Library of Polar Careers

Polar Careers, Center for Student Success | Division of Academic Affairs

OHIO NORTHERN UNIVERSITY

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