

Fraudulent Job Posting on JobZone

IPFW Career Services recently had a fraudulent job posted on JobZone. While it's difficult to eliminate fraudulent employers entirely, our staff has a process for approving every single employer on JobZone and the job posting. All students and alumni who use JobZone must first check a box to indicate that they have read and understand "The Terms of Use Agreement," "Privacy Statement," and "Tips to Protect Yourself." Protecting our students and alumni is our top priority and we will continue to work diligently on our process for approving employers. You can help in this effort; here is some information that you can share with students, alumni, and others.

What are fraudulent jobs?

The scam is to post a non-existent position as part of a standard phishing scheme. When students apply, they are asked to send money as a deposit to hold the job, to send their SSN or bank account information, or they are sent a check and told to cash it and reimburse the employer. This is just one type of fraudulent job.

To learn how you can better protect yourself against fraudulent employers, please read this information:

- Keep your email address **private**. When you save your résumé as "public" on JobZone we advise that you remove your email address from any résumé text. Employers will still be able to contact you via email by using the JobZone interface, but they will never see your email address. You can then view the job information and decide whether to respond.
- Be cautious of any employer offering employment **without an interview** (either in person or by phone).
- Be cautious of accepting an interview at a **location other than an office or a public place**.
- Be cautious of any employer who charges a **fee to hire you** or any company that charges you an **up front fee** to help you find a job. Charging a fee is prohibited under the Career Services JobZone Terms of Use Employer Agreement
- Please investigate thoroughly any employer requesting that you **transfer funds or receive packages for reshipment**, especially if they are located overseas. Most of these employment offers are check cashing or shipping scams.
- Do not provide your **social security number** or any other sensitive information to an employer unless you are confident that the employer is legitimate.
- Avoid **vague offers**, as these are often scams. If the employer is not willing to specifically describe the position they are offering, you should exercise caution.
- Open a **new browser window** and type in ipfw.edu/jobzone every time you visit the site. Be cautious of links to JobZone sent to you in emails. They could be scams.
- Be leery when the job posting claims "**no experience necessary**" when the demands of the occupation clearly indicate otherwise.
- Be cautious of **exaggerated claims** of possible earnings or profits.
- Beware when **money is required up front** for instructions or products.
- Be wary when replying to **unsolicited emails** for work at home employment.
- **Research the company** to ensure it is authentic.
- Contact the **Better Business Bureau (BBB)** to determine the legitimacy of the company.

IPFW Career Services is dedicated to helping our students and alumni find employment opportunities. We have contacted the BBB and each student who applied to the recent fraudulent position on JobZone. Please use great caution and care as you analyze job opportunities. If you have any uncertainty of the legitimacy of a position, please do not hesitate to contact the Career Services Office (260-481-0689) so appropriate measures can be taken right away.