

Job Search Tips

Safe Job Searching

While we try to screen employers and the positions they post to [Handshake](#), it is very important that you as a job seeker exercise common sense and caution. You should read position descriptions carefully.

Here Are Some Red Flags

- You are asked to give credit card, bank or any financial account numbers
- You are asked to send a payment by wire service, courier or money orders
- You are asked to perform any monetary transactions
- You receive any check that is not your paycheck
- Offers you a job without ever interacting with you
- You are asked for personal information through email or phone
- You are requested to send a photo copy of your ID, i.e., driver's license to "verify identity"
- Offers to pay for almost no work
- Posting does not indicate the company name, or says it is from a reputable company, but comes from a non-corporate email address
- Job posting doesn't mention the responsibilities of the job; rather it focuses on the amount of money you will make.
- Craigslist is not a good resource for finding a job
- Posting/Email tells you they "don't have time" to do the work themselves, it's easier/quicker to find someone else to do it for them
- Offers to pay you before you do any work

Also, please be aware that there are fake job postings being sent via email. Some may even tell you that they got your email address or resume from your school's career center; this is untrue.

For emails: Do not click on links or provide any personal information.

Report Suspicious Emails or Postings found in Handshake, BYU Connect

End all communication with the employer, and if personal information was disclosed, contact your bank and monitor your accounts closely.

Please report your experience to BYU-Idaho Employer Relation at employerrelations@byui.edu or 208-496-9800 (so we can remove the postings) and to The Internet Crime Complaint Center. If the scam is local please contact the local 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.cybercrime.gov>.

Safe Online Job Searching

- [Job-Hunting/Job Scams](#)
- [Job Seekers' Guide to Resumes](#)
- [Avoiding Online Job Scams](#)
- [6 Safety Tips for Online Job Seekers](#)
- [6 Safety Tips for Online Job Seekers](#)