Steps to Protect Yourself during your Job Search

Protecting our students and alumni is a top priority. For information on how JobZone protects your privacy, please see our Privacy Statement. To learn how you can better protect yourself during your job search, please read the information below:

- Keep your email address private. When you save your resume as "public" on JobZone, we advise that you remove your email address from any resume 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 in a nonpublic place.

- Be cautious of any employer who charges a fee to either employ or find placement for you. 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 www.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 to determine the legitimacy of the company.