

Tips on Interview Fraud

Protecting yourself during the job search process is important, and you need to be aware of practices that are unsafe. Your vigilance begins when you first learn about an internship or job opportunity, or are taking advantage of a networking opportunity. Please review Career Services' tips on identifying suspicious internships and jobs. As you begin networking, or are preparing to meet someone about an internship or job, remember:

- To choose the time and place of your meeting wisely. Insist on a public place like a café or Starbucks at a decent hour during which lots of people will be around. If networking, meeting at the individual's workplace is preferred (unless that workplace is their home).
- Do not conduct meetings in another individual's home or in a hotel room. In some cases employers do rent hotel space to conduct interviews but if that is the case tell them you are more comfortable meeting in the hotel lobby or conference room. Do not invite strangers into your home or dorm room.
- Use your own transportation. Never agree to be picked up at your home or on campus. It's never a good idea to get into a stranger's personal vehicle. If meeting in person is challenging, suggest a phone call or Skype.
- If you need a neutral meeting space, Career Services has interview rooms you can use - simply drop by our offices in Memorial Union to schedule a room for your interview.
- Tell a friend or family member where you're going, who you're meeting with and when. Plan to call or text them following the meeting to let them know how it went.
- Take your fully-charged cell phone with you with easily accessible emergency numbers.
- If your networking contact attempts to make physical contact with you, simply shake their hand. Although they may be friendly, they should keep their contact professional, which does not involve more than a handshake.

Every situation is unique, and these tips don't cover every possible situation. Do not agree to something if it does not make sense or does not appear to be a normal professional practice. Voice your concern, make other arrangements, and consider dropping all communication with the employer or network contact. Notify Career Services of your concerns so that steps can be taken to warn other students about unprofessional and unsafe employment practices.

If you have questions about safety in your job