

Guarding Your Career Search: Navigating Security & Avoiding Scams Toolkit January 2, 2025 Edition



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We provide a class on this topic to corporations, community groups, job seeker groups, HR professional groups, contact us for scheduling.

Potential Indicators of Fraud / Scam

Understand that any one of these indicators may or may not identify the subject as a fraudster but more than one in the same interaction is almost certainly a brighter “red flag”. Be careful with (unconscious) bias and discrimination in any evaluation.

Fraudulent Recruiter		Fraudulent Job Seeker	
Potential Indicator		Potential Indicator	
<input type="checkbox"/>	LinkedIn (or other platforms) – Has the Profile been open for many years but very small number of followers?	<input type="checkbox"/>	Did job seeker provide an unsolicited resume, maybe even demanded you forward or enter into your talent community/ATS?
<input type="checkbox"/>	LinkedIn (or other platforms) – Is the Profile old, but the profile picture been modified in the last week or two?	<input type="checkbox"/>	Are there indications person is using Fake IDs? (Passport doesn't match the DL, for example)

<input type="checkbox"/>	Does the Messages/Texts contain questions like “Have we met recently?”, “Do I know you?”	<input type="checkbox"/>	Is the job seeker hesitant about live calls or video calls and only wants to leave voice messages or audio attachments? Could be using voice cloning
<input type="checkbox"/>	LinkedIn – Messenger – Does the message make a statement like: “I don’t know why LinkedIn keeps recommending you?”	<input type="checkbox"/>	Does job seeker refuse to turn off any video/image backgrounds when interacting via a video call?
<input type="checkbox"/>	Do they send a couple of introduction messages/texts and then ask you to move to WhatsApp, Telegram, etc.?	<input type="checkbox"/>	Is the job seeker’s watch, PC clock or clock in room showing a different time than expected? (ask to see clock). Address on paperwork is Dallas Fort Worth (Central Time Zone) but clocks are >1-2 time zones different?
<input type="checkbox"/>	Do they talk about “working on a project that your skills would be great for”, but won’t tell you anything about the project?	<input type="checkbox"/>	Does it appear/sound like a dual person interview? (One answers, different person, in a chat or ear bud is giving the first person the answers). Watch the eyes, touching the ears, looking away a lot
<input type="checkbox"/>	Common jobs: Are they in the “Import/Export business” or “Jewelry”	<input type="checkbox"/>	Did a different person show up for onsite interview and/or on the first day then who was interviewed or ID’ed?
<input type="checkbox"/>	Do you/they request a video interview/call, but then at the last minute, “my camera isn’t working”?	<input type="checkbox"/>	Does the job seeker agree to a video call but at the last-minute mention “my camera isn’t working”? “Contact me back when you get your camera working...”
<input type="checkbox"/>	Do they do of generic introduction messages/texts and then when you ask for details, they tell you their boss will have to send you the details of the job (usually via WhatsApp)?	<input type="checkbox"/>	Does the job seeker complain about the ATS or that it isn’t working and asks you to fill in the ATS information for them? They are trying to avoid ATS details and terms and conditions.
<input type="checkbox"/>	Is the job description they send you, in plain text email with little introduction?	<input type="checkbox"/>	Is the job seeker heavy name dropping beyond casual acquaintance or referral?
<input type="checkbox"/>	Is the email / job description have the majority of email is in lowercase?	<input type="checkbox"/>	Not specific to a specific job seeker, but are you getting a high volume ATS submissions (from same IP address)?
<input type="checkbox"/>	Is the “From:” Email address a name/word followed by some numbers: name[numbers]@someemailservice[.]com like Gmail or iname or Yahoo? Did you get additional emails on the same job or similar job the same day or next day but from a different name+[numbers] email address?	<input type="checkbox"/>	Does the resume show exact terms/phrases in resume that are usually copy pasted from the job description? (particularly from the “Required” section)
<input type="checkbox"/>	Did 2-3 different “analysts” try to recruit you for the same job by the same recruiting company?	<input type="checkbox"/>	Is the language/dialect of resume match candidate’s home/native country/language (AI involved?)
<input type="checkbox"/>	Is the recruiter work for or is the job for a company that has a generic consulting/recruiting website with no specific information on leadership, legal status, privacy policy?	<input type="checkbox"/>	Does the Caller ID on any phone calls match company phone number (range)? Obviously with cell phones this

			isn't always possible, but a good check when getting official calls
<input type="checkbox"/>	Is the recruiter's company or job for a company that is on LinkedIn with: <ul style="list-style-type: none"> unusual employee title mix little to no employees, no logo, posts, etc. or very large volume of employees that doesn't match website/HQ building 	<input type="checkbox"/>	Is the job seeker wearing a mask on video calls? Rare in a Post-COVID world, especially if they the background appears to be a residential home.
<input type="checkbox"/>	Does the messages/text or email talk about "reviewed your profile/resume" or "wanting to learn from you", but you are in accounting, and they are in export business, jewelry design or some other odd mismatch role/field?	<input type="checkbox"/>	Are any email addresses in the cc: line pointing to generic website addresses (e.g. Gmail, iname, Yahoo, etc.)?
<input type="checkbox"/>	Do the messages/texts appear to be immediately personal? Like: "Want to meet for pizza today?"...."This isn't Mary?"...."I am so sorry to bother you"...."Where do you live, I enjoy meeting people?"	<input type="checkbox"/>	Is the job seeker not familiar with what your company does? Especially if large, well-known brand?
<input type="checkbox"/>	Does the messaging talk about "We have reviewed your profile / resume", but the role they are "recruiting" has nothing to do with your skills? (e.g. You're a supply chain director, but they are recruiting for a call center)	<input type="checkbox"/>	Does the job seeker ask something about "which job is this about"?
<input type="checkbox"/>	Does the message/text/email talk about "Part Time work"? Particularly "helping improve customer satisfaction / product review scores"?	<input type="checkbox"/>	Is the Flesch-Kincaid Grade Level of the resume unusually high or unusually low for the role?
<input type="checkbox"/>	After setting up video call, you ask them to turn off their background image, but they refuse to do so?	<input type="checkbox"/>	Do they want to meet at an unusual location vs. company office or public place Starbucks?
<input type="checkbox"/>	Does the person name drop of who you might know or who they work for?		
<input type="checkbox"/>	When you mention you know someone at their company or will call a person at their company, do they immediately talk about that they used to work there?		
<input type="checkbox"/>	When you look up the phone number (e.g. text, caller ID, email signature) from "company" does it point to company in a internet search?		
<input type="checkbox"/>	Do they refuse or try to redirect any communications you initiate to the company?		
<input type="checkbox"/>	Do the offer to "Just send me your resume" and I will help complete the ATS work?		

<input type="checkbox"/>	Does the individual (“recruiter”) say something like, they are ready to hire on the spot and “No interviews necessary”, just send me your paperwork (Resume, PII, etc.)?		
<input type="checkbox"/>	Does the message/text talk about “Can we meet for coffee next time I am in (your home city)”, but build not professional relationship?		
<input type="checkbox"/>	Is the recruiter wearing a mask on video calls? Rare in a Post-COVID world, especially if they the background appears to be a residential home.		
<input type="checkbox"/>	Are the email addresses in the cc: line pointing to generic website addresses (e.g. Gmail, iname, Yahoo, etc.)?		
<input type="checkbox"/>	Is the communications talking about a “New company” / “New project” they can’t provide any details without you provide more (sensitive) information or money?		
<input type="checkbox"/>	Is the “recruiter” asking for money, SSN, copy of ID (before interviews or sometimes during interviews)?		
<input type="checkbox"/>	Does the recruiter / company’s website use a generic legal / privacy notice (if one exists at all)? Look for legal/privacy language that is irrelevant or lacks contact information.		
<input type="checkbox"/>	Is any physical/ mailing addresses (if any exist) on website point to a generic mailbox (USPS, UPS Store, Mailboxes Etc, for example)?		
<input type="checkbox"/>	Is the posting on legitimate job board but with odd company information (“Jake’s Recruitment”, “Confidential”, etc.)?		
<input type="checkbox"/>	Does the recruiter advise you need to take some training or “personality test” before interviews (with or without cost)? These tests tend to collect a lot of personal information directly and indirectly.		
<input type="checkbox"/>	Does the posting / recruiter promise “High Pay” for “work from home” / “work anywhere” but it is call-center type of work?		
<input type="checkbox"/>	Is the recruiter requiring you to complete a background check BEFORE interviews or offer discussions?		
<input type="checkbox"/>	Is the job posting / recruiter (instructions) requiring you to scan a QR codes and/or download Cell Phone Apps needed for the application or interview? “We use a special version of [name of common app]”		

<input type="checkbox"/>	Are the emails from the recruiter missing a classic business email signature?		
<input type="checkbox"/>	Does the recruiter showing up with multiple LinkedIn profiles and/or the one in their email signature does not work?		
<input type="checkbox"/>	Does the From: lines in email not match email signature or normal email format or domain for that company?		
<input type="checkbox"/>	Do they want to meet at an unusual location vs. company office or public place Starbucks?		

Integrity Check Ideas

These are all good practices, but there is no need to pour on these with a candidate/recruiter if they haven't provided significant indicators from the previous section

Scam Resistant Recruiter		Scam Resistant Job Seeker	
	Integrity Checks of Job Seeker		Integrity Checks of Recruiter
<input type="checkbox"/>	Require real live backgrounds on Video Calls	<input type="checkbox"/>	See if recruiter is LinkedIn Verified via CLEAR, if not and you are suspicious, ask them to get Verified before the interview (takes like 15 minutes most of the time)
<input type="checkbox"/>	Use passport for verification or combination of passport and DL	<input type="checkbox"/>	Require all emails to come from company domains vs. gmail.com/yahoo.com
<input type="checkbox"/>	Use wet ink signature and compare to passport / DL	<input type="checkbox"/>	Don't pay any fees or requests for gift cards or provide any bank/credit card/Zelle/Venmo-type of information
<input type="checkbox"/>	Ask the job seeker to show you a clock and their watch and denote the time (difference)	<input type="checkbox"/>	Ask for formal email from hiring company for interviews
<input type="checkbox"/>	Check LinkedIn profile (Contact Info and "About This Profile") for recent changes (picture, profile, # of followers, etc.)	<input type="checkbox"/>	Require real backgrounds of recruiter on video calls
<input type="checkbox"/>	Ask about very specific item on their resume	<input type="checkbox"/>	Unless you are at the offer stage and have met with them face-to-face, avoid SSN or other sensitive / financial information sharing.
<input type="checkbox"/>	Check the phone number on resume, LinkedIn, or ATS application to see if they are using a foreign phone number but have been in current country for many years	<input type="checkbox"/>	Provide references requests later in process (otherwise your references become assets/targets)
<input type="checkbox"/>	Work with ATS vendor on technology-based detection (GeoIP of Applicants, Volumetric Controls, Source URL Controls	<input type="checkbox"/>	Watch out for plain-text emails
<input type="checkbox"/>	If candidate is overseas, legitimately, schedule the interview in YOUR time zone to see the response	<input type="checkbox"/>	Watch out for people cc'ed (gmail, yahoo, foreign) – Be careful with "Reply-to-All"
<input type="checkbox"/>	Ask about conflicting information based on a LinkedIn/Resume specific item	<input type="checkbox"/>	Ask the recruiter to show you a clock and their watch and denote the time (difference)

<input type="checkbox"/>	Ask same question via email and interview and see if what they put in writing or talked to is significantly conflicting	<input type="checkbox"/>	Check LinkedIn Profile (Contact Info and “About This Profile, number of followers, etc.) of the person and their company
		<input type="checkbox"/>	Do due diligence on company (recruiting firm and/or hiring firm). “Can’t tell you who the client is?” Possible red flag, advise you need to review who the client is for conflict-of-interest checks with your legal counsel.
		<input type="checkbox"/>	Don't click on links or send documentation via email without good due diligence on the links and ask.
		<input type="checkbox"/>	Scrutinize the recruiter’s signature blocks
		<input type="checkbox"/>	Check for non-working LinkedIn profiles or recruiter and company
		<input type="checkbox"/>	Watermark PDF’s of Resumes with Company Name – This can break SOME ATS, so this might only work if you are email a legitimate recruiter your resume directly.
		<input type="checkbox"/>	Consider the statement: “I’m not legally allowed to use WhatsApp/Telegram”
		<input type="checkbox"/>	Do not engage with obvious fraudster, just block, report, and move on
		<input type="checkbox"/>	Thoroughly review the official websites of the recruiter and hiring company
		<input type="checkbox"/>	Thoroughly review the LinkedIn profiles of the recruiter and hiring company
		<input type="checkbox"/>	Check out employee reviews on platforms like Glassdoor. (Be aware these reviews can also be fraudulent)
		<input type="checkbox"/>	Check if a company is registered with business directories like BBB, CorporationWiki, OpenCorporates
		<input type="checkbox"/>	Review LinkedIn “Current Employee” lists (Filter using “Current Company”)
		<input type="checkbox"/>	Review the website’s Terms and Conditions and Privacy Policies
		<input type="checkbox"/>	Look like the company’s DUNS information and Secretary of State (may be a small fee, but worth it.

**Other Identity Security suggestions you should consider implementing for:
you, your family, and your business**

Domain	Example of Actions	Personal	Family
Background Checks	Of your personal service providers (e.g. “Handyman”)	✓	✓ (Kidding)
Email Security	Gmail: https://support.google.com/accounts/answer/46526?hl=en Office 365: https://learn.microsoft.com/en-us/microsoft-365/community/basic-security-set-up-for-microsoft-365 Yahoo: https://help.yahoo.com/kb/SLN2080.html Apple iCloud: https://support.apple.com/en-us/108756	✓	✓
Employee Training / Family Training	https://www.knowbe4.com/free-cybersecurity-tools/phishing-security-test	✓	✓
(ID) Theft	https://lifelock.norton.com/products/budget-friendly	✓	✓
Computers	Yearly clean up, backup, Lock down security / privacy settings	✓	✓
Cell Phones	Yearly clean up, backup, Lock down security / privacy settings	✓	✓
Social Media	Yearly clean up, Lock down Privacy Settings	✓	✓
Virtual Credit Cards (sorry Dave Ramsey), Apple Pay, Google Pay	Majority of major credit card providers offer a web / app based option to use a Virtual Credit Card	✓	✓
Three Credit Reports	Put it on your calendar to pull every 4 months	✓	✓

Shredder	Cross Cut Shredder from Amazon	✓	✓
Sentence Passwords	!CowJumpedOverTheMoon2025!	✓	✓
Electronic Communications/Documents	https://bunkr.life/	✓	✓
AntiVirus Software	https://www.tomsguide.com/us/best-antivirus,review-2588.html	✓	✓
Password Manager	Apple, Microsoft, Android tools where possible otherwise, see the latest reviews from reputable publication: https://www.macworld.com/article/668938/best-password-managers-2.html	✓	✓