



# Job & Interview Safety Tips



## Verify details

Google search or use reverse phone look-up to verify contact and location details. Ask for work phone numbers..



## Location of initial interview

Ask for interview to take place by phone, video call, or a public location. If it is at a personal residence, take someone with you to wait outside.



## Always tell someone location information

For all interviews, tell a friend or family member where you are going and the contact information for the interviewer.



## Fully charge cell phone

Prepare well by charging your cell phone completely before going to the interview.



## Plan your transportation and driving route

If you take public transportation, know the routes and frequency. Have ride-sharing contact information quickly available.



## Trust your instincts

If you feel unsafe or uncomfortable, leave. There will be other opportunities.



## Clarify the job details

Be sure it is a legitimate job. Scammers may pose as hiring employers to gain personal information.



## Protect confidential information

Do not reveal confidential information like social security numbers or credit card numbers before a job offer is accepted. Do not click any links to verify your identity.



## Be aware of scams

Common scams: reshipping products, gaming tasks, mystery shopping, and envelope stuffing. Watch out for fake staffing agencies, social media recruitment, fake government jobs, pre-employment certification requirements, and fake career consultants.

If in any doubt, please contact the Career Development Office. If you clicked on a questionable site, please contact the ITS help desk at [helpdesk@bethel.edu](mailto:helpdesk@bethel.edu) or call 651-638-6500.