

From: [careers.utm@utoronto.ca](mailto:careers.utm@utoronto.ca)

Subject line: *Info privacy and questionable jobs*

Dear <first name>,

The UTM Career Centre and Campus Police would like to ensure that everyone is aware of the rise in inappropriate job recruitment activities and questionable jobs/job offers in the current economy. Here are some tips to help avoid these situations:

1. **Info Privacy:** Do not share personal information without understanding who is collecting it and their purpose.
  - a. **Clipboarding:** we have had reports of clipboards circulated, especially in classrooms, with a request for students to share their personal information. Sometimes there is the implication it is something to do with the class or sanctioned by the professor. Please be aware that this is not an appropriate way to recruit students and always exercise caution when giving out personal identifying information. If you encounter this activity, please notify Campus Police and the Career Centre, contact info below.
  - b. **Fraudulent job offers:** students receive an email prompting them to apply for a job, offering them a job that they haven't applied to or haven't interviewed for, asking them to send their personal info e.g. Social Insurance Number or to cash cheques/money orders as a matter of business. Do not act on this, report it to the Career Centre and Campus Police.
2. **Questionable jobs:** Exercise good due diligence when looking for/applying to jobs or receiving emails giving you information regarding a job. Review any information to assess whether it is realistic or possible. Please review this tip sheet for more detailed information  
[https://clnx.utoronto.ca/content/documents/Link/Fraudulent%20job%20postings%20guide\(1\).pdf](https://clnx.utoronto.ca/content/documents/Link/Fraudulent%20job%20postings%20guide(1).pdf) For more safety tips when applying for jobs, please review this tipsheet  
[https://clnx.utoronto.ca/content/documents/Link/Casual%20Jobs%20Tips%20for%20Students%202019\\_08\\_28.pdf](https://clnx.utoronto.ca/content/documents/Link/Casual%20Jobs%20Tips%20for%20Students%202019_08_28.pdf) . **If in any doubt, always contact the Career Centre.**
3. **Personal Safety:** Please remember, if you need assistance with any safety concerns, please contact Campus Police and use the Walk Safer and Work Alone programs when on campus; more information is here  
<http://www.utm.utoronto.ca/campus-police/safety-programs/work-alone-walksafe-programs>

You can reach Campus Police at (905) 828-5200 or in DV3116. The Career Centre is in DV3094, (905) 828 5451.

*Felicity*

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