

Network to Work – Participant Guide

May 2024

Career Reinvention & Avoiding Hiring Scams

Welcome! Don't Forget to Sign-In and turn in your JSAL & Cover Letter

Network to Work Lessons & Materials
are on the Participant Portal at:
A4td.org / a4tdtraining

Meeting Ground Rules:

- Silence your phones
- Maintain Confidentiality
- Listen to others
- Participate
- Use the Parking Lot

Today's Agenda:

1. Introductions:

- Tell us your **name** and **job goal** or **current training**.
- **Icebreaker Question:** What's a simple life hack that everyone can benefit from?

2. Review Last Month:

- **Transferable Employability Skills**
- You were asked to think of examples of a time in your life when you demonstrated these skills:

Reliable
Problem-Solver
Teamwork
Good Communicator

Organized
Takes Initiative
Willingness to Learn

3. This Month:

- **Career Reinvention & Avoiding Hiring Scams:** We will watch a video and look at the latest advice from the FTC to keep you safe.
<https://www.youtube.com/watch?v=nttn0JMcUq4>
- **Your homework** will be to go online at home or on your phone and bookmark the FTC website.

4. Celebrations!

- Please share your achievements: Classes taken, Training received, and Jobs!

5. Programmatic Assurances:

- It is a DOL SCSEP regulation that participants use One-Stop as part of their job search. You must get a DOL user ID and provide it to your CMPA/RC. Keep your resume up-to-date.
- As part of the SCSEP Program, you have agreed to actively learn skills and participate in a job-search. Complete your JSAL monthly.
- Offsite Training and Supportive Services are available during enrollment and up to a year after you get a job. Talk to your CMPA about what you believe would be helpful.

6. Workplace Safety Video:

- Link: <https://www.youtube.com/watch?v=d7ucHKI5dr8>
- **Top 10 Hazard Blind Spots - Hazard Communication - Accident Prevention**
This short video covers ten of the most common hazard blind spots, including cell phone use, daydreaming and 8 other distractions we should learn to be constantly aware of.

7. A4TD News:

- **Mentor Program** – We will watch a video on this great opportunity: <https://youtu.be/ybADdvVZUi0>
- **Offsite Training** Options – Please see flyer on **page 7** of this packet
- **SCSEP Orientations** – Please see flyer on **page 8** of this packet to **share** with friends and family that may also benefit from this program.
- **Upcoming A4TD Closures:** May 27, 2024: Memorial Day, June 19, 2024: Juneteenth

8. Timesheet Reminders:

- Names, Places, Dates, Signatures: All must be filled out!
- Do not forget to total in both the right hand column and at the bottom
- NEW Offsite training must be explained with just the hours breakdown and name of the provider (organization, school, or online platform)
- It is your responsibility to save your paystubs. A4TD finance cannot re-mail batches of paystubs.

9. Next Meeting:

- _____ day, March _____, 2024 at _____



FEDERAL TRADE COMMISSION CONSUMER ADVICE

Job Scams

Access this article online at: <https://consumer.ftc.gov/articles/job-scams#:~:text=You%20Were%20Scammed,-.Report%20Job%20Scams%20to%20the%20FTC,at%20ftc.gov%2Fscams>

Scammers advertise jobs the same way honest employers do — online (in ads, on job sites, and social media), in newspapers, and sometimes on TV and radio. They promise you a job, but what they want is your money and your personal information. Here are some examples of jobs scams and advice on how to avoid them.

Examples of Job Scams

Work-from-home job scams

Many people would like to make money working from home. Scammers know this, so they place ads, often online, claiming that they have jobs where you can make thousands of dollars a month working from home with little time and effort. The job could be anything from reshipping products to [selling things to people you know](#). Sometimes the scammers try to get you interested by saying that [you can be your own boss](#), start your own business, or set your own schedule.

But instead of making money, you end up paying for starter kits, so-called training, or certifications that are useless. You might also find that your credit card is charged without your permission, or you get caught up in a [fake check scam](#), where you deposit a check from your new employer, the employer then asks you to send some money back due to “overpayment,” but the check will ultimately bounce, and the bank will want you to repay the full amount of the fake check, while the scammers keep the real money you sent them.

If someone offers you a job and claims that you can make a lot of money in a short period of time with little work, that’s almost certainly a scam.

Here are some examples of work-from-home job scams:

- **Reshipping scams.** If you’re searching for a job online, you might see positions advertised for quality control managers or virtual personal assistants that have been placed by scammers. But here’s how you can tell it’s a reshipping scam:

once you're "hired," the company says that your "job" is to receive packages at home, throw away the original packaging and receipts, repackage the products, and then reship them to an address they give you.

Sometimes the address is overseas. The products are often high-priced goods, like name-brand electronics, bought using stolen credit cards. Reshipping goods is never a real job. That's simply being part of a scam. Sometimes the company tells you it will send your first paycheck after you work for a month, but the paycheck never arrives. And when you try to contact the company, you'll find that the phone number is often no longer connected and the website is deactivated. This "job" is a scam, and if you gave your personal information thinking it was for payroll, you may now have an [identity theft](#) problem.

- **Reselling merchandise scams.** In this scam, you may get a call out of the blue from a stranger offering you a job opportunity. Or you may see an ad online or in your local newspaper. They say you can make money buying brand-name luxury products for less than retail prices, and resell those products for a profit. But after you pay for the products, the package never arrives or, if it does, it's usually junk.

Nanny, caregiver, and virtual personal assistant job scams

Scammers post fake job ads for nannies, caregivers, and virtual assistants on job sites. Or they may send emails that look like they're from someone in your community. The message might also seem to come from someone who is part of an organization you know, like your college or university. If you apply, the person who hires you might send you a check. They'll tell you to deposit the check, keep part of the money for your services, and send the rest to someone else. That's a scam. A legitimate employer will never ask you to do that. The check is fake and will bounce, and the bank will want you to repay the full amount of the fake check, while the scammer keeps the real money you sent them. So: if you get an offer that includes depositing a check and then using some of the money for any reason, that's a scam. Walk away.

Mystery shopper scams

Getting paid to shop sounds like a dream job — especially if you're going to school full-time or looking for a side job. But while some mystery shopping jobs are honest, many are scams. Honest mystery shopping companies won't ask you to pay for certifications, directories of jobs, or job guarantees. If someone asks you to pay to get a job, that's a scam. And if they want you to deposit a check and send money back, stop. That's a sign of a fake check scam. Read [Mystery Shopping Scams](#) to learn more.

While many staffing agencies, temporary agencies, headhunters, and other placement firms may deliver honest job search services, others lie about what they will do for you, promote outdated or fake job openings, and charge fees for so-called services. Honest placement firms do not typically charge a fee to job candidates. Instead, the hiring company pays them a fee to find qualified candidates. If a placement firm asks you for a fee — especially one you have to pay in advance — walk away. You're probably dealing with a scam.

Government and postal jobs scams

Information about job openings with the federal government or U.S. Postal Service is free and available to everyone. And it's always free to apply for a federal or postal job. Never respond to an ad that promises jobs with the federal government or postal service. And don't pay a fee to get the job. Those are scams. Use official government websites to find and apply for a job with the federal government at USAJobs.gov, or visit usps.com/employment to find jobs with the U.S. Postal Service.

How To Avoid a Job Scam

Before you accept a job offer, take these steps to avoid common job scams:

- **Search online.** Look up the name of the company or the person who's hiring you, plus the words "scam," "review," or "complaint." See if others say they've been scammed by that company or person. No complaints? It doesn't guarantee that a company is honest, but complaints can tip you off to possible problems.
- **Talk to someone you trust.** Describe the offer to them. What do they think? This also helps give you vital time to think about the offer.
- **Don't pay for the promise of a job.** Honest employers, including the federal government, will never ask you to pay to get a job. Anyone who does is a scammer.
- **Never bank on a "cleared" check.** No honest potential employer will ever send you a check to deposit and then tell you to send on part of the money, or buy gift cards with it. That's a fake check scam. The check will bounce, and the bank will want you to repay the amount of the fake check.

Advice on Finding a Job

When you're searching for a job, start with safe and reliable sources:

- [USAJobs.gov](https://www.usajobs.gov) — This is the federal government's official site with job openings nationwide.
- [CareerOneStop](https://www.careeronestop.com) — Sponsored by the U.S. Department of Labor, CareerOneStop lists hundreds of thousands of jobs. It also links to employment and training programs in each state.
- [USA.gov](https://www.usa.gov) — Find local government websites, which list any open positions they may have on their websites.

Also, when you're applying for a job, an employer may do a background check. Read [Employer Background Checks and Your Rights](#) to learn more.

What To Do if You Paid a Scammer

No matter how you paid — debit or credit card, mobile payment app or wire transfer, gift card, cash reload card, or cryptocurrency — immediately **contact the company you used to send the money**, report the fraud, and ask to have the transaction reversed, if possible. For specific advice on how to reverse different types of payments, read [What To Do If You Were Scammed](#).

Report Job Scams to the FTC

If you see a job scam, or lose money to one, report it to the FTC at [ReportFraud.ftc.gov](https://www.reportfraud.ftc.gov). You can also report it to [your state attorney general](#).

Find out more about how to avoid scams at [ftc.gov/scams](https://www.ftc.gov/scams).



job goal!



Specialized Offsite Training



Funding for classes NOW
Talk to your
RC & CMPA today!

- 1
 - Personal Care Aid Certification
 - Phlebotomy Credential
 - Pharmacy Tech Credential
 - Certified Nursing Assistant Credential

Health Care
- 2

ServSafe

Food Handler or Managerial Certification

Food Service
- 3

Customer Service Certification

Customer Service
- 4

Administrative Assistant Certification

Admin Assistant
- 5

Child Development Associate Certification

Childcare

All Training Tracks

Digital Literacy

A4TD Computer Mentors
One-on-one chromebook basics with a live A4TD participant-mentor

GetSetUp
Online Platform with live instructor options as well as recorded classes with chat support.

Tech4Tomorrow
Online real-time classes with live instructor.

KLS
Independent online study with webinar support

Local Classes
Tuition Support May Be Available
Please talk to your RC

To Watch an Introduction Video: https://youtu.be/tn1StqCHMhA?si=tt30-pD4g7L_846C

Stay Connected:

1. Visit the Participant Portal:

Go to A4TD.org and click on this symbol  Sign in as `a4tdtraining` (all lowercase, all one word)

2. Follow and Like A4TD on Facebook & LinkedIn:



3. Share the SCSEP Program with Friends & Family:



Webinar
SCSEP ONLINE ORIENTATION SESSION

Senior Community Service Employment Program (SCSEP) - A federally funded jobs training program specifically designed for older job seekers

A4TD ADVANCING WORKFORCE
DEVELOPMENT FOR
MATURE WORKERS
ASSOCIATES FOR TRAINING & DEVELOPMENT SINCE 1983



 Every last Wednesday of the month

 9:00am - 10:15am

- ✓ Learn how to earn wages while developing new job skills
- ✓ Find out about participant eligibility requirements
- ✓ Meet some of our amazing staff

Join us on Zoom
<https://zoom.us/join>
Meeting ID: 895 3712 4962

Questions? Contact us

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