More and more people are using online job search websites as part of their job hunt. While often a great tool, job seekers must still take proper precautions to make sure in finding a job they don't lose their identity. These tips can help.

• Only upload your resume to websites with a secure server, those with "https" at the beginning of the web address. Your resume is full of personal information that can be used to steal your identity, so you must protect it.

• Do not include your physical address if posting your resume online. Many reputable job search sites have privacy features including the option to omit your contact information from its searchable database.

• Consider a separate email address specifically for your job search.

• Do not include contact information for your references on an online job search portal.

• Be careful of job search scams. Scam artists use phony online job opportunities to get job seekers to provide them with sensitive information such as Social Security numbers and birth dates. Reputable and legitimate companies usually won't operate from post office boxes or require that you provide this type of information.

MEBA
Midlands Education & Business Alliance

www.mebasc.com