

A Warning about Recruiting Scams

Itransition has been made aware of candidates receiving fraudulent job opportunities from unauthorized recruiting agencies or people impersonating Itransition leaders and employees. These fraudulent jobs may be advertised on employment sites or mimic our careers site and company email addresses.

Unsuspecting applicants may be invited to participate in bogus interviews, asked to fill out fabricated employment applications and, on occasion, have even been issued fake offer letters, all with the ultimate goal of trying to entice victims to pay money or divulge sensitive personal information.

Itransition has no affiliation or connection to these situations.

Please note the following recruitment practices employed by Itransition:

- Itransition requires that applicants apply directly through the career portal on our Careers website (<http://itransition.com/careers>) before any interviews take place. This website is a location where applicants can securely complete an online application, upload a resume, and submit other relevant application materials.
- Itransition screens applicants through a combination of over-the-phone, video and in-person meetings.
- Itransition will never ask a candidate for payment of any kind as part of the hiring or onboarding process. Likewise, Itransition will never send checks to applicants to secure a job or cover expenses for a home office, either as an employee or contractor.
- Itransition will not request an applicant to share sensitive personal information, such as a government identification number, over the phone or by email or by messengers (like Skype or other).

Please be cautious to the points below as your progress your job search.

Fraudulent efforts include, but are not limited to:

- Imposter recruiters request for personal information early in the process include your address, date of birth, passport information, social security number, or banking details.
- Individuals not associated with Itransition contacting you about a fake OR legitimate job posting. Please closely review the name of the sender and the domain name associated with their account. All official Itransition recruitment emails will come from accounts formatted as: name@itransition.com. Fraudulent domain names often try to mimic official accounts; e.g., "name@ltransition.com" (small letter "L." instead of "i").
- Being asked to participate in an "interview" by chat or email. Itransition does not conduct "interviews" by chat or email.
- Attempting to make job offers through social media or online forums like Skype or Google Hangouts.
- Making job offers for jobs you haven't have applied to OR have not interviewed for.
- Urgently insisting you act immediately within a very short time frame.
- Requests from Itransition for monetary payments at any point in the hiring process.
- Imposter recruiters often offer to send a check to set up a home office in return for a job seeker's banking number or solicit copies of statements as a way to confirm the deposit was made.
- Job opportunities that come from people you do not know and appear "too good to be true".

If you've encountered any of these situations, we strongly recommend that you don't respond, don't click any links, and don't give out any personal information. If you're unsure a message is from Itransition, please email info@itransition.com with screenshots.

If you're interested in working for Itransition, we'd love to hear from you. Explore our job openings at <http://itransition.com/careers>.