

Recruitment Fraud Notice

What is Recruitment Fraud?

Recruitment fraud is a sophisticated scam offering fictitious job opportunities to job seekers. It is often carried out through online services such as legitimate job boards (for example, LinkedIn or Indeed), false websites, or through misleading e-mails claiming to be from the company. The fraudsters often ask applicants to provide personal and/or financial information, and sometimes to make payments, as part of the fraudulent recruitment process.

Excelligence Learning Corporation has been made aware of the occurrence of fraudulent job postings, private message solicitations on legitimate boards, and/or emails, in which fraudsters have falsely claimed to recruit of our company's behalf. The fraudsters are using our company name and logo without permission.

Excelligence takes recruitment fraud very seriously and provides this information to help you learn how to identify and report recruitment fraud.

Identifying Recruitment Fraud

- Fraudulent job offers typically ask for sensitive personal or financial information early in the process. Excelligence will not ask for sensitive personal or financial information, such as Date of Birth, proof of identification/work authorization, banking, tax or credit card information, at any stage of the recruitment process. This information is only requested after hiring, through an individualized account on our secure online portal.
- Fraudulent interviews often are conducted solely via email or direct messaging, often written with poor punctuation or grammar. Some fraudulent interviews will utilize Google chat or the free version of Skype. All Excelligence interviews are conducted in-person or through a secure video call arranged by our in-house recruiting team.
- Fraudulent job offers will often originate from spoofed email domains or from emails addressing using personal email systems (e.g. @gmail.com; @outlook.com). All legitimate Excelligence recruiting communication will originate from an email address ending with @excelligence.com or one of our owned and operated domains. The domain @excelligencecareers.com is not affiliated with Excelligence and any communications from emails having this domain purporting to be from Excelligence are fraudulent.
- Any individuals contacting you on behalf of our company via Indeed or LinkedIn will have a photo and completed profile linking to the Excelligence company page. If someone contacts you without a profile, it is most likely fraudulent.
- Legitimate job postings from Excelligence will require an application directly through our secure online career portal. Only candidates who have completed this application will be eligible for consideration or contacted for additional information. Any other process is not authorized and most likely fraudulent.

What to Do

- Report any suspicious or fraudulent job posting or recruiting activity to the legitimate job board (e.g. LinkedIn, Indeed), if applicable.
- File a complaint with the Federal Bureau of Investigation (FBI): [Internet Crime Complaint Center\(IC3\) | File a Complaint](#)
- File a Complaint with the Federal Trade Commission (FTC): [reportfraud.ftc.gov](#)
- File a Complaint with the Attorney General's office for your State of residence.
- Notify Excelligence at contactus@excelligence.com using the term "Recruitment Fraud" in the subject line.

Please Do Not

- Respond to unsolicited business propositions and/or offers of employment from people with whom you are unfamiliar, or which fall outside Excelligence's normal recruitment processes described above.
- Disclose your personal or financial details to anyone you do not know.
- Send or advance any money. Excelligence does not ask for money transfers or payments by applicants to secure a job as an employee or as a contractor.
- Engage in further communication if you believe the communication may be fraudulent.
- Proceed despite the presence of warning signs described above.

Excelligence has no responsibility for fraudulent offers and advises candidates to follow the guidance provided above.

When in doubt regarding any job position, or if you believe you have received a fraudulent job offer concerning Excelligence or its affiliates, please send an email to contactus@excelligence.com, using the term "Recruitment Fraud" in the subject line.