

EMPLOYER VERIFICATION WORKSHEET

A practical checklist for checking a company and job opportunity before sharing sensitive information or accepting an offer.

Use this worksheet before you apply further, interview, or accept a remote job offer.

Verify details using sources you find independently—not only links, phone numbers, or documents supplied by the recruiter.

1. Job and employer details

Company / employer name	
Job title	
Where you found the job	
Date checked	
Job posting URL	
Company's official website	
Recruiter / contact name and title	
Recruiter's email and phone	

2. Verify the company independently

- I typed the company website address myself or found it through an independent, trusted source.
- The job appears on the company's official careers page, or the company independently confirmed the opening.
- The website has a consistent company name, business information, and contact details.
- I checked the website domain carefully for misspellings, extra words, or look-alike characters.
- I searched the company name with terms such as "scam," "fraud," or "complaint" and reviewed the results critically.
- I checked independent sources where appropriate (for example, a relevant business registry or established professional profile).

3. Verify the recruiter and communication

- The recruiter's email domain matches the company's real domain, or the company confirmed the recruiter's identity.
- I contacted the company using contact details I found independently—not just the details in the message.
- The interview process and people involved make sense for the role and company.
- The recruiter can clearly explain the duties, pay range, employment status, and hiring process.
- I was not pressured to move the conversation to an unusual channel or make a rushed decision.

4. Watch for common job-scam warning signs

Warning sign	Seen?	Notes
Asked to pay for a job, training, equipment, background check, or to unlock earnings	■ Yes ■ No	
Asked to deposit a check, buy equipment with supplied funds, or send money back	■ Yes ■ No	
Asked for bank login details, payment-app credentials, or sensitive identity information unusually early	■ Yes ■ No	

Offer made with little or no meaningful interview, or unusually high pay for vague work	☐ Yes ☐ No	
Recruiter uses a personal/free email while claiming to represent a company, with no independent confirmation	☐ Yes ☐ No	
Job details, company name, website, or recruiter information do not match	☐ Yes ☐ No	

If any warning sign appears, pause and verify before proceeding. A single detail may have an innocent explanation, but pressure to send money or return part of a check is a serious red flag.

VERIFICATION NOTES & DECISION

Record what you checked, what you found, and what still needs confirmation.

5. Evidence and follow-up

Sources checked (official careers page, company contact page, business registry, independent reporting, etc.):

What did you confirm?

Questions or discrepancies to resolve:

Who will you contact independently, and how?

6. Your decision

☐ Verified enough to continue	☐ Pause until questions are answered
☐ Do not proceed — serious concerns	☐ Report / seek advice about suspected fraud

Next step / date to follow up:

Remember: A polished website, professional-looking email, or online profile does not prove a job is legitimate. Confirm the opportunity through contact information you found independently. Never pay to get a job, deposit a check and send money back, or share sensitive information before you have verified who you are dealing with.