



To Our Career Candidates,

Please be aware of fraudulent job offers and recruiters misrepresenting PROENERGY. Posing as members of PROENERGY Human Resources, perpetrators may offer positions that do not exist or ask recipients to take actions that might lead to false payments or identity theft.

We hope to bring awareness to scams and ultimately stop them.

### **HOW DO YOU TRACK APPLICANTS?**

We use Paycor Recruiting as our Applicant Tracking System (ATS). All recruiting-related emails from our team will come from the domain [@echo.newtonsoftware.com](mailto:echo.newtonsoftware.com) or [@proenergyservices.com](mailto:@proenergyservices.com).

### **HOW DO I IDENTIFY A FAKE MESSAGE?**

Fraud may take many forms and even use the PROENERGY name and logo. Watch out for deceptive communications, such as the following:

1. An email with a different domain than the ones mentioned above. Emails with URLs including [name@proenergy.com](mailto:name@proenergy.com) and [name@proenergyservicescareers.com](mailto:name@proenergyservicescareers.com) are scams.
2. An email with a fictitious job opportunity and offer for which you did not apply.
3. An early and urgent request for personal information, such as address details, date of birth, CV, passport details, bank details, etc.
4. An early and urgent request to complete bogus recruitment documentation, such as application forms, terms and conditions of employment, or visa forms.
5. An early and urgent request to contact a third-party company, such as a legal firm, bank, travel agency, courier, or visa processor.
6. Any request to pay processing fees is a scam.

### **WHAT SHOULD I DO IF I RECEIVE A PHONY JOB?**

1. **Do not engage** with the sender or forward the message to others.
2. **Send details** of the message to [HR@proenergyservices.com](mailto:HR@proenergyservices.com).
3. **Delete** the message.

### **HOW DO I APPLY FOR A POSITION?**

To be considered for employment opportunities, all applicants must apply directly to posted positions through our online application system at <https://www.proenergyservices.com/careers>. We do not accept resumes submitted via email. PROENERGY will not make employment offers via text message or other communication methods outside of its official recruitment system. Always confirm directly with PROENERGY Human Resources Department the legitimacy of any purported offers or requests for information prior to providing any personal information.

We value your time, privacy, and interest in our Company. For further questions or concerns, please email [HR@proenergyservices.com](mailto:HR@proenergyservices.com) or call (660) 829-5100.