Identify & Avoid a...

Scam Job Posting

When searching for jobs or internships using an online job site, be careful to steer clear of scam postings disguised as a promising position or internship. Educate yourself about potential scams and early warning signs so that you can identify and avoid fraudulent postings!

Warning signs to look for & Questions to ask yourself

Email

- Why did you receive this email?
- Does the email come from a free email service and not a company domain?
- Can you recall if you signed up for a listserv or gave out your email address?

Errors & inconsistencies

- Are there numerous misspellings, typos, or grammatical errors?
- Does the salary or payment seem too high compared to other similar positions?
- Is there a sense of urgency that seems unusual or unnecessary?
- Were you offered a job almost immediately? Does it seem too good to be true?

The Identity of the sender is hard to...identify

- Is there a company website that is under construction, newly created, or non-existent?
- Are you able to easily find a name, phone number, email, and address of a contact anywhere on the email or job posting? You should not have to work hard to find this information.
- When you google the company name and “scam”, do you find other similar reports?

They want your personal information or money

- Does the employer ask for personal information, such as a social security number, bank account information, or birthdate?
- Are you asked to provide a bank account for a transfer of money to buy products for their business?
- Is there a fee requested at any point in the application process? If so, what is it for?
Steps to take if you are a victim of a scam

- **Identify the situation.** Did you give out any personal information? If so, target the areas that you think may be compromised and work with banks, your credit card company, or other entities to ensure best safety measures. This may include closing bank or email accounts that were jeopardized or ordering credit reports to scan for any unusual activity.

- **Document everything!** This will help the University or law enforcement better assist you and ensure that others may be able to be warned.

**Campus resources available to you:**

- UT Police Department: 512-471-4441
- UT Legal Services for students: [http://deanofstudents.utexas.edu/lss/](http://deanofstudents.utexas.edu/lss/)
- Career Service Offices: [http://recruit.utexas.edu/students-alumni/career-services-101/](http://recruit.utexas.edu/students-alumni/career-services-101/)

**Disclaimer**

The University of Austin’s career service offices and Texas Recruitment + Interview Services take measures to help protect students from fraudulent internship/job postings on campus job boards. While our moderators vet all positions and employers as best we can, we cannot take responsibility for each position. This information is to help educate students to further protect themselves when searching for employment. Please review our campus recruitment policies for our expectations in vetting online jobs and employers. [recruit.utexas.edu/employers/policies](http://recruit.utexas.edu/employers/policies)