

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

Numbers matter! Often, more than one warning sign is present in a scam job posting. See how many of these signs pertain to the opportunity you are **questioning**.

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?**

Pro-tip: Universities can be easy targets because they are so large and their name is trusted. Just because the email might have a university logo or state a specific department, still check to make sure that are no other warning signs.

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?

Do your research!

Google the company, employer, or program. Check with agency websites such as the Better Business Bureau or the Federal Trade Commission.

Trust your instincts

If something is telling you that there is reason for concern, you are probably right. Remember, fraudulent postings intentionally try to be difficult to distinguish from a real job posting.

Slow the process down

Give yourself time to do research, check with other resources, and feel confident in your decision. A real job offer will work with you on a time frame. If a company is being stubborn or pushing you, there may be a reason behind that behavior.

Check with your career services office

You don't have to go this alone! If you want help deciding if an offer or posting is a scam, you can reach out to your college's career service office.

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/>
- Career Service Offices: <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