

## **Avoiding Job Scams**

Searching for a job is a stressful time for job seekers. They not only worry about putting together a great resume and cover letter and acing an interview, but they also need to be vigilant about falling victim to a job scam. Unfortunately, job scams are becoming more common so you need to know what to look for, how to research employers, and what to do if you become a victim.

### Warning signs

- Job posting – you should be aware when you notice the following about a job posting:
  - Job duties and job title don't match up or job duties are different than advertised.
  - Responsibilities involve personal business for the boss and not the company.
  - Finding grammar and spelling errors in the job listing.
  - Job location is missing or vague.
  - A work from home opportunity that requires little to no experience.
  - Pay is too good to be true, especially for experience level.
  - Link provided takes you to a home business, multi-level marketing website, or a site that requires registration.
- Communication from company – when communicating with the recruiter or company be aware of:
  - Use of a free email address (@gmail) rather than a company email.
  - Response from company is an auto-response and not personalized. Wanting to interview over text or messenger.
  - Requests for personal information such as driver's license, credit card number, bank routing numbers or social security numbers before meeting.
  - Receiving job offers before interviewing.
  - A request for any type of wire transfer.
  - Recruiter pressures you to take the job or requests you to recruit others.
  - Asking for upfront payment to get the job or an offer to pay you up front or by cashier's check.
  - Being approached about a job you did not apply for.

### Researching a company

- Search the company website and social media.
- Search employer review sites or "company name" and "scam".
- Carefully review the description and company. If it seems too good to be true it probably is.
- When in doubt request detailed information from the company and trust your instincts!
- Check the Better Business Bureau and Federal Trade Commission.

### Victim Response

- Notify banks and close affected accounts.
- Order a credit report and check back every 2-3 months for fraudulent activity.
- Notify jobsites where job posting was found.
- Report the scam to The Internet Crime Complaint Center ([www.ic3.gov](http://www.ic3.gov)).

Compiled with information from:

[www.consumer.ftc.gov](http://www.consumer.ftc.gov)

Pride Careers, Widener Career Services

NCDA, Preventing Job Seekers from being scammed by Sandi Sibilio

Penn State College of Medicine Career Services