



Safe Practices for the Job Search

JOB SCAMS:

It is always a good practice to be proactive in how to identify scams relayed through job postings, unsolicited “employment” emails and other outlets. There are no 100% secure job sites or email systems to ensure against fraudulent activity on behalf of an employer. Here are some good tips that the job is probably a scam:

- You receive an unsolicited email about a job offer for something you never applied to.
- You must give your credit card or bank account numbers, or copies of personal documents - but you get nothing in writing
- You must send payment by wire service or courier
- You are offered a large payment or reward in exchange for allowing the use of your bank account - often for depositing checks or transferring money
- You receive an unexpectedly large check
- You receive checks as part of your “job” and are asked to take a percentage of the funds allocated via the check and distribute the remaining funds to another source.

INTERVIEWING SCAMS:

When going to an interview, always ensure it is in a public place and someone knows of your plans to interview and the location. If your gut tells you it is suspicious, it probably is. Do not feel pressured to give personally identifiable information in an application if you are not comfortable during an interview or through online correspondence. Ask to take the document with you to complete and return so you have time to research the issue further.

To learn more about employment scams and your rights and appropriate actions, please visit this helpful page from the Riley Guide. <http://www.rileyguide.com/scams.html>

CONTACTING AU Career Services: Do not hesitate to contact our office if you have a concern about a posting that is either through the Handshake system or unsolicited to your campus email address. **Career Services will never email you about positions without specific documentation from us that you can easily trail back to this office.**

Thank you!

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