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## Fraudulent Job Postings Warning & Tips

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### DISCLAIMER

The Office of Career Services at Azusa Pacific University makes every effort to screen employers and job postings on APU Career Network; however we cannot guarantee that every employer and posting is a legitimate posting or organization. The ultimate responsibility for researching potential employers and opportunities lie with the applicant.

### EVALUATING FRAUDULENT JOB POSTINGS

If your encounter with an employer makes you feel uncomfortable or suspicious, it is extremely important that you proceed with caution as you pursue an employment/internship opportunity.

If you suspect a position is fraudulent, please contact the Associate Director of Employer Relations, Office of Career Services, at 626-815-2013 or email [career@apu.edu](mailto:career@apu.edu) immediately and end all communication with the employer. If you believe you are victim of fraud resulting from a job listing, please contact the local police, as well. In addition, please contact your banking institution if your banking information has been released.

If the incident occurred completely over the Internet, you can file an incident report with the US Department of Justice at <http://www.cybercrime.gov/>, or by calling the FTC at: 1-877-FTC-HELP (1-877-382-4357).

If you feel uncomfortable about a job opportunity you are exploring, DO NOT click on any links and DO NOT provide any personal information.

Generally, if the posting or email contains any of the following, please proceed with caution and alert the Office of Career Services immediately, so that we can advise you of the next steps:

- Offers to pay a large amount of money for very little work
- Offers you a job without ever meeting or interacting with you
- Requests personal information from you such as your Social Security Number, bank account numbers, credit card information, copies of your passport/license/or other personal documents
- Requests you to transfer or wire money from one account to another or payment by wire service, Money Order, or courier
- Offers you a large payment in exchange for allowing the use of your bank account — often for depositing checks or transferring money
- Offers to send you a check before you do any work or sends you a large check unexpectedly.
- Watch for anonymity. If it is difficult to find an address, actual contact, company name, etc., this is cause to proceed with caution. Fraud postings are illegal, so scammers will try to keep themselves well-hidden.
- While there are legitimate opportunities for individuals to work from home, be sure to research the position (Envelope Stuffers, Home-based Assembly Jobs, and Online Surveys) in advance of applying.
- A contact email address that is not a primary domain. For example, an employer calling itself “Balston Realty” with a Yahoo! email address.
- The posting includes many spelling and grammatical errors.
- You are asked to provide a photo of yourself.
- Look at the company's website. Does it have an index that tells you what the site is about or does it contain information only about the job you are interested in? Scammers often create quick, basic web pages that seem legitimate at first glance.
- The employer contacts you by phone; however there is no way to call them back. The number is not available.



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- The employer tells you that they do not have an office set-up in your area, and will need you to help them get it up and running (these postings often include a request for your banking information, supposedly to help the employer make transactions).
- Google the employer's phone number, fax number and/or email address. If it does not appear connected to an actual business organization, this is a red flag.
- When you Google the company name and the word "scam" (i.e., "Acme Company scam"), the results show several scam reports concerning this company.
- Monster.com lists descriptive words in job postings that are tip-offs to fraud. Their list includes "package-forwarding," "money transfers," "wiring funds," "eBay," and "PayPal."

### RESOURCES & TIPS

Job Hunting/Job Scams (Federal Trade Commission)	<a href="http://ftc.gov/jobscams">http://ftc.gov/jobscams</a>
Avoiding Online Job Scams	<a href="https://www.privacyrights.org/fs/fs25a-JobSeekerPriv2.htm">https://www.privacyrights.org/fs/fs25a-JobSeekerPriv2.htm</a>
Tips for Job Seekers to Avoid Job Scams	<a href="http://www.worldprivacyforum.org/jobscamtipsforwarding.html">http://www.worldprivacyforum.org/jobscamtipsforwarding.html</a>
Is This Job Real? What Should I Do If I Applied?	<a href="http://www.rileyguide.com/realjob.html">http://www.rileyguide.com/realjob.html</a>
Avoiding Job and Work at Home Scams	<a href="http://jobsearch.about.com/cs/workathomehelp/a/homescam.htm">http://jobsearch.about.com/cs/workathomehelp/a/homescam.htm</a>
Postal Money Order Security	<a href="https://postalinspectors.uspis.gov/radDocs/consumer/moalert.htm">https://postalinspectors.uspis.gov/radDocs/consumer/moalert.htm</a>
Better Business Bureau	<a href="http://www.bbb.org/us/article/beware-of-employment-scams-280">http://www.bbb.org/us/article/beware-of-employment-scams-280</a>

*Once you are hired, if you have any concerns about the legitimacy of the company or believe the work environment to be unsafe, contact the US Department of Labor — <http://www.dol.gov/index.htm>*

### INTERVIEWING SCAMS

Follow these safety tips when going on an interview:

- Always ensure it is in a public place and that someone knows of your plans to interview and the location.
- If your instincts tell you it's 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 during online/phone 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, your rights, and appropriate actions, please visit this helpful page from the [Riley Guide: http://www.rileyguide.com/scams.html](http://www.rileyguide.com/scams.html)
- If you have encountered a fraudulent posting on APU Career Network, please contact a member of the APU Career Services so we can research the group and remove the employer from our system.
- If you are ever concerned about the validity of a posting, please contact a member of the APU Career Network for assistance in researching the position.