



## How to Avoid Fraudulent Companies and Job Offers

---

The Office of Career Preparation and Professional Development utilizes Handshake as our online career services management system and online job board to connect students and alumni with available full-time, part-time, internship, seasonal and volunteer opportunities. While we make every attempt to research companies and positions that come to the University, we cannot always guarantee their legitimacy. There are a few red flags we feel that is important for you to keep in mind as you are conducting your search:

### Key Red Flags

- They ask you, prior to you starting work, to provide them with your credit card, bank account, PayPal or other financial information. Typically filing for direct deposit would occur after employment began.
- Upfront payment for training, office supplies, or background checks. You are asked to forward payments by FedEx, UPS, wire, bank transfer, etc.
- The contact email address is not with a company domain. You will want to research the company's website to make sure of its legitimacy.
- The position requires an initial investment, for instance, having to purchase equipment or products in order to earn a wage or paying for necessary training.
- The company website is not active, does not exist, or re-routes users to another website unaffiliated with said company.
- The posting includes many spelling and/ or grammar errors.
- The job listing posts a high salary or wage but requires minimum skills.
- The position states you will be working from home, need access to a personal computer, etc. You will want to research this company, as there may be some legitimate work from home positions, but you want to ensure the company and the job responsibilities.
- You are asked to provide a photo of yourself.
- The position initially appears as a traditional job. Upon further research, it sounds more like an independent contractor opportunity.
- The employer calls you immediately after you submit your application. In general, employers do spend time reviewing applications so receiving a call right away will warrant further research.
- There is a lack of information regarding the company, job description and qualifications, but instead, focuses on the amount of money you can earn.
- It is difficult to find an address, actual contact information, a name, the company name, etc.
- The employer contacts you by phone, however, there is no way to call them back. The number is not available or disconnected.
- The company website is not detailed and only contains information about the job in which you are interested. Generally a legitimate company will have more details to attract customers and clients rather than focusing on recruitment efforts.

***Always remember to fully research a company. If information about the company is difficult to find, it is most likely a scam. Connect with the Office of Career Preparation and Professional Development at [sjcareers@sjny.edu](mailto:sjcareers@sjny.edu) for support.***



Additional information on how to spot a job scam:

- [Job scams explained by the Federal Trade Commission](#)
- [How to Spot a Job Scam as explained by the Social Security Administration](#)

To see if a company is legitimate, here are a few websites to help you with your research:

- [Glassdoor](#)
- [LinkedIn](#)

### Interviewing Scams

Follow these safety tips when going on an interview:

Ensure that you are meeting in a public place and that someone else knows where you are going. 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.

If you are asked to complete something that asks for information that you wouldn't typically find on an employment application, ask to take any documents with you to complete and return so you have time to research the issue further.

If at any time you feel that you have encountered a fraudulent posting or have been involved in a fraudulent interview, please contact the Office of Career Preparation and Professional Development at [sjcareers@sjny.edu](mailto:sjcareers@sjny.edu) for support.

St. Joseph's University's Office of Career Preparation and Professional Development makes every effort to assist students and alumni in career preparation. Our Office makes no recommendations or guarantees regarding positions, employers, links to outside websites and other resources available.

The Office of Career Preparation and Professional Development provides these resources only as a convenience and assumes no liability for acts or omissions by third parties or for any material supplied by them. It is the responsibility of students and alumni to use great effort and caution when exploring and accepting any position, and assume all responsibility associated with these opportunities.

Students or alumni who discover any misuse or abuse of these websites are encouraged to report the matter to the Office of Career Preparation and Professional Development as soon as possible. Please email [sjcareers@sjny.edu](mailto:sjcareers@sjny.edu) to report these incidents.