

**Career Services** 

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## **Tips to Avoid Fraudulent Postings and Scams**

We encourage students to perform due diligence in researching employers prior to applying for positions, including, but not limited to: jobs, internships, fellowships, and volunteer opportunities.

## To Research An Employer:

- Do an internet search to find the company website. Match the e-mail address to the company domain (e.g., "@coloradomesa.edu" versus "@gmail.com"). Look for a "Careers" or "Jobs" tab. Review the website and the job posting for spelling and grammatical errors, and poor use of English language.
- Use social media to research employers. Many companies have Facebook, Twitter and/or LinkedIn.
- Read reviews of the company on websites such as <u>Glassdoor.com</u> and <u>BBB.org</u> for feedback and complaints.
- Search the physical address listed to make sure it is a commercial property and not a residence.

## **Keep Yourself Safe:**

- NEVER share personal information such as social security numbers, banking or credit/debit card information, birthday, etc. Do not submit to a background check for a company that you have not met with in person.
- Do not agree to any financial transactions such as wiring money to an employer or allowing an employer to wire you money. Do not accept or cash an unexpected check from an employer. These situations are very often scams.
- Be very cautious of internships or jobs that require you to pay a fee and/or that are located in another country, particularly if they are willing to hire you without having met you and gone through a formal interviewing process.
- Always be skeptical. If it sounds too good to be true, it probably is.

If you are suspicious of any employer or posting in Handshake or otherwise recruiting on campus, please contact <u>Career Services</u> right away.