



EMPLOYMENT SCAM WARNING SIGNS

THE JOB SEEMS TOO GOOD TO BE TRUE

1

Scammers often post positions promising high salary, flexible schedules, work from home options, with no experience required. Many use vague job titles such as "Executive Assistant" or "Business Analyst".

YOU'RE HIRED BEFORE INTERVIEWING

2

Legitimate employers rarely offer candidates a position without conducting at least one in-person interview. Phone and IM messaging interviews are NOT in-person interviews. Beware if your request for an interview is denied.

SIMPLE QUALIFICATIONS

3

Avoid offers for which the job requirements are so minimal that nearly every person qualifies (i.e., 18+ yrs of age, valid drivers license, access to internet, U.S. citizen, etc.)

PERSONAL ACCOUNT INFO REQUESTED

4

Be cautious of any employer who requests bank account, credit card, passport, social security and/or drivers license numbers as a condition of employment, especially if the information is requested over email or phone.

POORLY WRITTEN EMAILS

5

Be on guard for employment-related emails written with poor grammar, spelling, verb usage, or with sloppy formatting and sentence structure, as well as those containing simple signature lines.

HIRING WHILE "AWAY ON BUSINESS"

6

Be cautious of recruiters who hire while claiming to be out-of-state or overseas "on business". These people will often say they are unavailable to interview in-person due to busy travel schedules.

USE OF GENERAL EMAIL ADDRESS

7

Legitimate hiring managers will not use personal email accounts to conduct professional business or to communicate employment information with job applicants.

EMPLOYER ASKS YOU TO CASH A CHECK

8

A common request of fraudulent employers is for you to accept a mailed check, cash it, and then either mail the money back to them, or wire the money to another individual. Never accept this type of job offer.

WEBSITE DOMAIN NAME IS OFF

9

Fraudulent employers create websites that appear identical to those of well known companies by copying the content and simply altering the web address by one character. Do your research and make sure the website is legitimate.

THINGS JUST DON'T ADD UP

10

Don't allow the allure of these "too good to be true" jobs to cloud your common sense and good judgement. If something feels wrong, there's likely a reason. Take your time accepting the job offer, and do your homework!