

## **Avoiding Fraudulent Job Postings**

Monmouth University Career Services posts job listings as a service to students and alumni. The University does not endorse or recommend employers and a posting does not constitute an endorsement or recommendation. The University explicitly makes no representations or guarantees about job listings or the accuracy of the information provided by the employer. The University is not responsible for safety, wages, working conditions, or any other aspect of off-campus employment without limitation. It is the responsibility of students to perform due diligence in researching employers when applying for or accepting private, off-campus employment and to thoroughly research the facts and reputation of each organization to which they are applying. Students should be prudent and use common sense and caution when applying for or accepting any position.

Monmouth University Career Services offers Hawks Career Link as a resource for employers to connect with Monmouth University students and alumni seeking full-time, part-time and internships positions. We strive to keep fraudulent postings off Hawks Career Link as each employer and position is reviewed by someone on our staff. However, it is impossible to ensure that every job posting is legitimate, and impossible to keep track of every employer and position after submission

The following “red flags” are general indicators to help you conduct a safer job search and protect your identity. These “red flags” cannot cover all possible instances of fraud. Therefore, please always use your own discretion when applying to a position or interacting with a potential employer. Fraudulent job postings try to take your money, personal information, or both. The jobs often appear easy and convenient ways to make money with very little effort.

### **Core essentials to avoiding a fraudulent job posting**

- Do not give your personal bank account, PayPal account, or credit card information to a new employer.
- Do not agree to have funds or paychecks directly deposited into any accounts by a new employer. (Arrangements for direct deposit or paycheck should be made during your first day or week of actual employment on site – not before.)
- Do not forward, transfer or send by courier (i.e. FedEx, UPS), or “wire” any money to any employer, for any employer, using your personal account(s).
- Do not transfer money and retain a portion for payment.
- Do not respond to suspicious and/or “too good to be true” unsolicited job emails.
- Poorly written job descriptions or correspondence with spelling and grammatical errors are usually a tip-off to a scam job.
- Scam jobs usually hire you without a personal or phone interview. All communication is done over email or text.
- Do not send money to an employer that charges an “application fee” in order for you to get hired.

### **Protect your personal and private information**

For job applications, you should not provide your credit card number, bank account number, PayPal account, or any PIN number over the phone or online. Generally, no private information should be given out over the phone.

Many job applications will ask you to provide your social security number and date of birth, but this information is not solicited over the phone or email. This information is typically a part of a formal job application that candidates complete in writing, often on the day of their first in-person interview.

If someone asks for sensitive personal information, get the person's name, the company they work for and the phone number. If they hesitate, do not apply for the position.

**What to do if you discover you've been victimized**

If you have encountered a fraudulent posting, company or organization, please contact Career Services at (732-571-3471) or email [careerservices@monmouth.edu](mailto:careerservices@monmouth.edu) so the posting can be investigated and appropriate action can be taken. You should also contact the MU Police to report the incident.

If you have sent money to a fraudulent employer, you should contact your bank and/or credit card company immediately to close the account and dispute the charges.