



Signs a Job or Internship Posting May Be Fraudulent

Whether you are applying to positions on LinkedIn, Indeed or even on Handshake—it is important to be savvy and protective of your data and personal information. Below are three clear signs that a position may be fraudulent, and directions on how to proceed if you do come across a situation that you believe to be a scam.

1. You are asked to cash checks or make money transfers.

Do not agree to have funds or paychecks direct deposited into any of your accounts before meeting the employer. You should never transfer, send or wire money on behalf of the employer.

2. You are asked to provide financial information or your Social Security Number.

Never provide personal financial information, your Social Security Number, or a photo copy of your ID prior to hiring. It is also uncommon to be asked to provide upfront fees to an employer.

3. The posting has multiple grammatical and/or spelling errors

The job or internship posting should provide details including specific responsibilities, required qualifications, and compensation information. The posting should be clearly written and primarily free of errors.

Proceed with caution if you encounter that...

- Emails come solely from a Google, Yahoo, AOL, Hotmail, or Outlook.com accounts
 - Correspondence should primarily come from a valid company email address. Occasionally, you might see that startup or very small nonprofits will have a non-corporate email address. In those instances, check the organization's website to make sure that the email addresses match the posting.
- A specific location for the job is never listed
 - Look at the organization's website. Does the phone number and address provided match either the corporate headquarters or one of their locations listed on the website?
 - If the position is indicated as remote, make sure the organization has contact information and a locatable address as mentioned above.

What to do if you have found a suspicious job or internship posting:

- Come by the Career Center if you have any questions or want a second opinion about an opportunity
- Verify the Authenticity of an organization by checking them out on one of the following:
 - Better Business Bureau
 - Glassdoor
 - Google

If you believe you are currently in an employment scam, contact the Federal Trade Commission at 1-877-382-4357, or at www.ftc.gov.

Within the Handshake system, the University of Portland Career Center reviews each employer account before they are able to post jobs and internships to the university. We encourage you use your best judgement and contact us if you have any questions or concerns about the legitimacy of a posted position or employer.