



CAREER AND PROFESSIONAL DEVELOPMENT

Office of Career and Professional Development
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Job & Internship Scams

Red Flags:

- ▶ Asking you to communicate through a personal email account, versus a work or school email account or job platform
- ▶ Offering a job quickly and asking for a decision quickly
- ▶ Offering a job without an interview
- ▶ Asking for personal information upfront (e.g., Social Security number, bank account information)
- ▶ Asking for money to cover fees, training, equipment, etc.
- ▶ The job offer seems “too good to be true” (high wages, little work required, remote only, etc.)
- ▶ There are typos, grammatical errors, awkward sounding sentences in the posting
- ▶ The email does not come from an official company email address (e.g., it is from a private Gmail account)
- ▶ Website URL is slightly changed (e.g., has an extra letter or an extra character)
- ▶ You are unable to find much professional information about the organization or individual when searching online

What to do when you think you are being scammed:

- Use the [“Phish Alert” button](#) on Outlook to report to ITS (even if unsure, it’s better to be overly cautious in this situation)
- Do not approve or send any Duo 2-Step notifications when you are not logging in. Use the [“Report Fraud” feature in Duo](#).
- Contact the Office of Career and Professional Development (518-437-4900 | career@albany.edu)