

# Common “Red Flags” to look for when seeking a job/ internship

ASU Career Services cares about our students and our employers. When searching for a job or internship, be mindful of the hiring practices below that we consider to be "red flags".

## **Start by looking closely at the job description and avoid any of these themes:**

- The business name is not easily identifiable and no clear business website is listed.
  - Or, if there is a website, there is no substance to the content.
- There are significant spelling and grammatical errors within the posting.
- The employer requires you to pay money or a 'membership fee' to access opportunities.
- The posting appears to be from a reputable familiar company (often a Fortune 500). Yet, the email address does not match the domain used by representatives of the company.
  - View the company's website to determine the email address used by the company and employees.
  - View open positions on the company's website by checking their careers/jobs page. Verify contact information in the posting.
- If the contact email address contains the domain @live.com, @icloud or an @ that is not affiliated with the company, we consider this a red flag.
- The position is for any of the following: envelope-stuffer, home-based assembly jobs or online surveys.
- The posting neglects to mention the responsibilities of the job. Instead, the description focuses on the amount of money to be made.
- The position indicates a “first-year compensation” that is in high excess to the average compensation for that position type.
  - Or, the salary range listed is very wide (e.g., “employees can earn from \$40K – \$80K the first year!”).
- The job duties entail clerical work at home, typing, shipping packages and personal assistant/shopping duties.

## **Beyond the job description, the employer's interactions with you could be a red flag. Here are some items to be on the lookout for:**

- The employer contacts you by phone, but the number is blocked or not available and there is no way to return the call.
- Personal financial documentation (credit card, bank account) is requested of you.
  - Or, the position requires an initial investment, such as a payment by wire service or courier.
- The employer offers a large payment or reward in exchange for allowing the use of your bank account for depositing checks or transferring money.
- The employer tells you that they do not have an office set up in your area and will need you to help them get it up and running (these postings often include a request for your banking information, supposedly to help the employer make transactions).

## **Always conduct research before applying for a job to make sure that the opportunity is genuine and meets your needs.**

### **When conducting research on a job or company, use these suggestions:**

The position initially appears as a traditional job. Upon further research, it sounds more like an independent contractor opportunity.

- View the company's website.
  - Does it have an index that provides additional information about the website and company?
  - Or does it contain information only about the job in which you are interested?
  - Scammers often create quick, basic web pages that seem legitimate at first glance.
- Watch for anonymity. If it is difficult to find an address, actual contact, company name, etc., proceed with caution.
  - Fraud postings are illegal, so scammers will try to keep themselves well hidden.
  - Search the company name and the word "scam" (Example: Acme Company Scam).
  - If the results show several scam reports concerning this company, do not proceed.
- Search the employer's phone number, fax number and/or email address.
  - If it does not appear connected to an actual business organization, this is a red flag.

### **Use the following resources to verify organizations:**

- Better Business Bureau: <https://www.bbb.org/>
- AT&T Anywho: <https://www.anywho.com/>
  - Use Yellow Pages, verify an employer or use the Reverse Phone Lookup.
- Use Handshake: <https://asu.joinhandshake.com/edu>
  - ASU Career Services verifies all job postings and employers who use the platform.

