

# IDENTIFY AND AVOID JOB SCAMS



- ⇒ Most employers and job postings are legitimate, but there are some fraudulent individuals who try to take advantage of job seekers.
- ⇒ Some may send job scam or phishing emails directly to your UNT email account; these emails may reference the Career Center or other UNT department.
- ⇒ Scam job postings exist on legitimate job posting systems including Handshake.
- ⇒ These “red flags” can help you identify and avoid employment scams.

**Warning signs to look for in a job posting or email and questions to ask yourself:**

For help determining if a job posting or email is legitimate, contact the UNT Career Center:  
[career.center@unt.edu](mailto:career.center@unt.edu)  
940-565-2105

## Email Job Scams

- Why did you receive this email? Don't apply for a job that is emailed to you unexpectedly without doing some research.
- Did the email come from a free email service such as gmail.com rather than a company domain?
- Did you sign up for a listserv or give out your email address?
- A recognizable logo or name doesn't mean the email or sender is legitimate. Logos can be copied easily, including UNT logos.
- Emails sent by the UNT Career Center will direct you to a known job posting system such as Handshake.
- NEVER click on links from people or sources you do not know.

## Warning Signs and Inconsistencies

- Does the pay seem too high based on the work, experience required or similar jobs? If it seems too good to be true, it probably is.
- Are there multiple misspelled words, typos or grammatical errors in the posting or email?
- Is it difficult to find a name and contact information in the email or job posting?
- Is the job description vague? Does it lack details about the tasks to be performed?
- Were you offered the job really quickly or without an interview? If the company is rushing you, there may be a reason.

## Inappropriate Requests Regarding Personal Information or Money

- Does the employer ask for personal information such as a social security number, bank account information, birthdate, or other?
- Is a fee requested at any point in the application process? If so, what is it for?
- Avoid offers of employment that involve cashing checks or wiring money.
- NEVER agree to purchase gift cards or equipment for an employer.
- NEVER accept a cashier's check or money order as payment or cash a check that comes with “extra” money. Fake checks are common and the bank where you cash it will hold you accountable.

## Research the Company Online

- Look at the company's website. Is it under construction or nonexistent? Does it reroute to an unassociated company? If the company is very small and doesn't have a website, do they have a company page on LinkedIn?
- Search the company's name and “scam.” What do you find? Use the [Better Business Bureau](#) site to investigate the company.

## Reporting Job Scams and Fraudulent Emails and Postings

- If you find a suspicious job posting on [Handshake](#), contact the Career Center at [career.center@unt.edu](mailto:career.center@unt.edu) or (940) 565-2105.
- If you have doubts about an email sent to your UNT email account, email [security@untsystem.edu](mailto:security@untsystem.edu) and notify the Career Center.
- If you are a job scam victim, document everything so your bank, law enforcement and/or the University can better assist you, and file a complaint with the [Federal Trade Commission](#) and the [Federal Bureau of Investigation Internet Crime Complaint Center IC3](#).

### Disclaimer

The UNT Career Center acts only as a referral service and makes no particular recommendation regarding employers. We make no representations or guarantees about positions posted in Handshake. The Career Center is not responsible for safety, wages, working conditions or other aspects of off-campus employment. Due to the volume of jobs received by this office, we are unable to research the integrity of each organization or person that list a job with us. Therefore, you are urged to undertake this responsibility yourself. The Career Center website contains links to other websites not under the control of the University or Career Center, and we are not responsible for the contents of any linked site. If you have any questions, please contact our office at (940) 565-2105 or [career.center@unt.edu](mailto:career.center@unt.edu).