

How to Recognize Job Scams & Fraud

Every day, scammers steal your money and your identity. Vanderbilt University has not always prevented a scam being posted.

Below are some do's and don'ts to look for when you are

Do:

- ¾ Research and investigate any potential employer
- ¾ Be aware if job is offering lot of money for minimal work
- ¾ If possible, set up a face-to-face interview or visit the location of the employer
- ¾ Check the Better Business Bureau for complaints against the company
- ¾ Do a Google search of the company or organization and read the reviews
- ¾ Create an account with Indeed, CareerBuilder, LinkedIn, etc.
- ¾ Check to make sure email addresses match the company

Don'ts:

- ¾ Don't open or apply for random jobs that come to your email. Always verify the source
- ¾ Don't accept any money up front before you start or do any work
- ¾ Don't give out any personal information such as banking or credit or debit information
- ¾ Don't apply for a job that doesn't clearly indicate the name of the company
- ¾ Don't give any money up front upon accepting a job
- ¾ Don't take cashier's checks or money orders as a form of payment
- ¾ Never cash checks that come with "extra" money

These are common job scams that target college students:

- ¾ Pyramid schemes
- ¾ Mystery shoppers
- ¾ Envelope stuffing from home
- ¾ Personal Assistants

Remember:

- ¾ Scammers often send emails with grammatical errors and typos. Beware of emails offering to hire you without ever meeting you in person.
- ¾ Remember never send money (gift cards, cash, checks or wire) to someone you do not know
- ¾ Please report a scam to the Vanderbilt University Police Department by contacting them at 615.322.2745 or