

Important Information Regarding Fraudulent Job Postings

Career Services makes every effort to screen employers and job postings. However, if your encounters with an employer make you feel uncomfortable or suspicious, it is extremely important that you proceed with caution as you pursue an employment opportunity with that employer.

If you feel uncomfortable about a job opportunity you are exploring, DO NOT click on any links and DO NOT provide any personal information. Generally, if the posting or email contains any of the following, please proceed with caution:

- Offers to pay a large amount of money for very little work
- Offers you a job without ever interacting with you
- Requests personal information from you such as your Social Security Number, bank account numbers, credit card information, copies of your passport/license/or other personal documents
- Requests you to transfer or wire money from one account to another
- Offers you a large payment in exchange for allowing the use of your bank account — often for depositing checks or transferring money
- Offers to send you a check before you do any work
- Sends you an unexpectedly large check
- Requests payment by wire service or courier

If you are wary of a job posting or email, ask yourself the following questions:

- Does this job promise a large salary for almost no work? Especially with little or none of the required experience?
- Does this position offer a large payment or reward in exchange for allowing the use of my bank account?
- Does the contact's email address match the company's website domain? (i.e. MaryJones@gmail.com versus MaryJones@companyname.com)?
- Are there multiple misspellings in the job posting or email?
- Does the posting focus more on the money I will make rather than the responsibilities of the job?

If you are suspicious of a job listing, end all communication with the employer and contact SBUS Career Services at bus-careers@mail.montclair.edu or 973-655-6965.

If the incident occurred completely over the Internet, you can file an incident report with the US Department of Justice at <http://www.cybercrime.gov/>, or by calling the FTC at: 1-877-FTC-HELP (1-877-382-4357).

Once you are hired, if you have any concerns about the legitimacy of the company or believe the work environment to be unsafe, contact the US Department of Labor — <http://www.dol.gov/index.htm>.

Additional Resources Regarding Safe Online Job Searching:

- <http://www.ftc.gov/jobscams>
- <http://www.privacyrights.org>
- <http://www.bbb.org/us/article/beware-of-employment-scams-280>

Additional Information:

Career Services offers many employment services to students and alumni. Students and alumni should always be vigilant, responsible, and professional when interviewing and accepting employment. If an individual has an issue with any employer, he or she should contact Career Services immediately, and we will take appropriate action with the employer on behalf of the student.

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