

## How to Recognize Job Scams & Fraud

Over the past few years, Vanderbilt students have been a target for fraudulent and illegal job scams. Sometimes jobs can seem too good to be true and this should raise a red flag for student employees seeking employment opportunities. Scammers are getting more creative each day. They can attempt to steal your personal information, your money, and your identity. Vanderbilt Student Employment reviews and vets job postings in Hire-A-Dore, but this has not always prevented a scam from being posted.

Below are some **do's** and **don'ts** to look for when you are searching for a job.

### Do:

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

### Don'ts:

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

### These are common job scams that target college students:

- Pyramid schemes, often sales
- Mystery shoppers
- Envelope stuffing from home
- Personal Assistants

### Remember:

- Scammers often send emails with grammatical errors and typos.
- Beware of emails offering to hire you without ever meeting you in person.
- Never send money (gift cards, cash, checks or wire) to someone you do not know.
- Report a scam to the Vanderbilt University Police Department by contacting them at 615.322.2745 or [vupd@vanderbilt.edu](mailto:vupd@vanderbilt.edu)