Tips for Vetting Employers and Jobs – Student Guide

USU Career Services and Handshake strive to protect students and maintain high quality opportunities in AGGIE Handshake. However, it is up to you to take precautions to protect yourself from fraudulent activity.

Scammers may use job posting sites as a place to scam individuals searching for jobs. The following are some issues to be aware of in order to determine if an employer/job posting is legitimate:

- **Do you have to pay to apply for the position?**
  Genuine employers do not ask for any money prior to job placement. Any certifications or fees necessary for the job are either required as qualifications for the job, after you have already received the job, or are covered by the employer. Do not cash a check or give any money to a prospective employer for any reason.

- **Is the employer asking for personal information before you have been hired?** Do not supply any Social Security, credit card or bank account information to an employer through email or over the phone. Forms required for employers to hire an applicant must be filled out in person.

- **Were you promised the position?** For legal reasons, businesses cannot guarantee employment to anybody until the official employment decision is made. If an employer promises a position, they are likely not practicing ethically or are attempting to scam you.

- **Is the job being offered without an interview?** Is an employer attempting to hire you from your resume alone with no other steps or interview(s)? This is suspicious activity.

- **Does the job sound too good to be true?** Jobs that promise unusually high payouts in a short amount of time (i.e. “Make $300 a day from home!”) are often scams and are often intentionally directed at young adults and college students.

- **If abroad, does the employer have a process to endorse a foreign work visa?** It is virtually impossible to work legally in a foreign country (that you are not a citizen or permanent resident of) without a government-issued work visa. In order to avoid a potential scam, deported, or imprisoned, always make sure you understand work visa laws and conditions in the countries you are looking into.

- **Is the interview at a private residence?** When you are asked to interview with an employer, Make sure the interview will be conducted in a public space and/or physically at the place of business itself. Safety should always be a priority when meeting with persons you do not know.

- **Confirm that an employer is following ethical and legal practices in their state and field.** Are they paying at least the minimum wage where they are located? Do they have a license to operate in their state? Are they following proper procedures and have proper requirements for the advertised position?
If you do suspect a posting is fraudulent:

- Do not provide any personal information and do not click on any email links.
- End all communication with the employer immediately and contact USU Career Services, (435)-797-777, or career.services@usu.edu, and report the posting.
- If you have disclosed personal financial information, contact your bank and the local police.
- Lastly, file a report with the Federal Trade commission.
- For more information watch this video from the FTC:

  https://www.youtube.com/watch?v=A-4N9z21U7o

Never allow desperation to lead you into a position where you may fall victim to scams or unethical practices. Remember that it is ultimately your responsibility to check and ensure that the jobs and employers you engage with are authentic.