

## Key Indicators for Potentially Fraudulent Job Postings

Please watch for certain key indicators that can potentially help identify a fraudulent or scam job posting. Report any concerns to Paula Johnson, Student Employment Supervisor, at Career Services on her direct line at 797-0183 or to [paula.johnson@usu.edu](mailto:paula.johnson@usu.edu).

1. **JOB TITLE**

Titles such as: Personal Assistant, Personal Care, Run Errands, Barn Helper and Mystery Shopper are generally the titles used in fraudulent job postings.

2. **LANGUAGE/GRAMMAR**

Broken lettering or language in the job description is often a sign of an “out-of-country” posting. The written description may be hard to understand and is generally not cohesive in structure or grammar.

3. **ADDRESS**

Be wary of any job postings for which no address is listed, the address is out of area (not local for a local job), or zip code is incorrect. If you are concerned, visit USPS.COM for Zip code verification.

4. **PHONE NUMBER**

Out-of-state area codes, for what seems to be a local opportunity, may be a sign of a scam. Always verify the phone number is working and connects to the company/person listed in the job posting.

5. **EMAIL**

Email addresses that do not match the contact name or business name may be a sign of a scam. Always verify an EMAIL address is valid.

6. **UNKNOWN BUSINESS NAME**

Verify the business exists by utilizing the web, local phone books, or/and call the information provided on the job posting.

7. **PAY RATE**

Pay rates can vary based on major, experience, etc.; however, rates higher than \$15 per hour for part-time work which requires no specialized skill set may be another sign of a scam.

8. **HOURS/SCHEDULE**

Generally the job will offer extremely flexible hours. If the posting seems too good to be true—it probably is.

Career Services makes every effort (including using the list above) to ensure the legitimacy of all job postings. Be wary of employers asking for a fee to apply or work for their organizations. Also watch for scams in which employers send checks to you as a potential employee which may be fraudulent and ask you to deposit them into your own personal bank account. This may lead your bank to take the money out of your account to cover the bad check. When in doubt, check it out by contacting Career Services.