

AVOIDING JOB SCAMS

St. Mary's College of Maryland
CAREER DEVELOPMENT CENTER

IF YOU SUSPECT A SCAM

While the Career Development Center staff does their best screen every employer and the positions they post through our office, it is important for students to be aware of potentially fraudulent postings in order to avoid job scams.

If you suspect a posting is fraudulent or if you have concerns about a job listing, please contact the Career Development Center at (240) 895-403 or email us at CareerCenter@smcm.edu

If you believe you are the victim of a job scam, please contact the office of public safety at (240) 895-4911. Additionally, if you have provided any personal financial information, please contact your bank or credit card company immediately to close your accounts and dispute the charges.

IT IS PROBABLY A SCAM IF...

- You are asked to send the employer money or provide your credit card, bank account numbers, or other personal financial information
- You are asked to provide personal documents or personal information, including your social security number.
- You are asked to provide a photo of yourself or provide personal, detailed information (marital status, age, weight, etc.).
- You offered money in advance or you receive an unexpectedly large check in the mail. Do not deposit these checks.
- The posting does not specify the company's name
- The posting lists a contact email or comes from an email address that does not match the company's domain name. It may come from a gmail.com, live.com, yahoo.com, hotmail.com, or other common email address. Check to see if the open position is posted on the company's website.
- The company's website does not include an index or contains only information about the open position. Scammers often create quick, basic web pages that seem legit at first glance.
- The posting neglects to mention what the responsibilities of the job actually are. Instead, the description focuses on the amount of money to be made.
- The posting includes spelling and grammatical errors
- The employer responds to you immediately after you submit your resume. Typically, resumes sent to an employer are reviewed by multiple individuals, or not viewed until the posting has closed. (this does not include auto-response emails)
- The employer offers you a job without an interview
- The position advertises that you can work from home. While there are legitimate opportunities for individuals to work from home, be sure to research the position (Envelope Stuffers, Home-based Assembly Jobs, Online Surveys) in advance of applying.
- The posting offers to pay a large salary for almost no work