



## **CORE ESSENTIALS TO AVOIDING JOB SEARCH SCAMS**

Students are the top priority of Lehman College Career Exploration & Development Center and as such we ensure that all internships and jobs on Symplicity are individually reviewed before being posted. However, we encourage students and alumni to be vigilant about the integrity of any employer. Even though scam listings rarely occur, even one can harm you with lost time, money or personal identity. Therefore, we encourage you to always research all employers.

1. Be skeptical and know the most common job scams. Jobs offering a lot of money for very little effort on your part are likely fronts for people who hope to collect information from you. The most common job scams include rebate or forms processing, wire transfers or money movement, and pyramid sales schemes.
2. Know the process for a job offer. A job offer typically have the prospective candidate complete an application, in-person interview, or discussion with the employer
3. You should have your final offer in writing, and complete a W-2 for payroll processing in order to get paid by an employer.
4. Verify job listings before you apply. New job scams often use a real company's name to advertise their scam. They attract job seekers who see job postings for G.E. and Google and don't realize they are fake jobs the company did not post. Go to the main career page of the company and check their own website's listings to see if the job is really being offered by them. If you can't find it on the company's career page, call HR to verify. You may also want to be skeptical if no company name is listed at all.
5. Stay clear of jobs that require you to pay for training.

Here are some examples:

1. A lucrative new job is yours! Identity verification required - Do not give your personal bank account, PayPal account, credit card or PIN numbers, Social Security number or other personal financial information to a new employer.
2. Your first impressive paycheck is attached! Deposit within 24 hours - Do not agree to have funds or paychecks direct deposited into any of your personal accounts. Most employers give the option of direct deposit or a paycheck, and make these arrangements during your first day or week of actual employment, on site – not before- or by telephone or email.
3. Work at home and make big money as a check processing agent! - Do not forward, transfer, send by courier (EX: FedEx, UPS), or "wire" any money to any employer, for any employer, using your personal account(s).
4. Make money while you sleep! - Do not respond to suspicious and/or “too good to be true” unsolicited job emails.

\*If you are skeptical, unsure or in doubt, reach out to your career advisor for guidance.

Disclaimer:

Job and internship listings accessed via Symplicity through Lehman College are for the convenience of students and alumni only. The Career Exploration & Development Center at Lehman College has no affiliation with these employers and can make no representation or guarantees concerning positions listed. Always be on the alert for potential fraudulent job postings and never send money to a potential employer or use your personal account or finances for any business transactions on behalf of the company. If you believe an employer to be posting fraudulent opportunities, please notify the Career Center immediately at [career.services@lehman.cuny.edu](mailto:career.services@lehman.cuny.edu) or 718.960.8366.