



HOW TO SPOT FRAUDULENT JOB POSTINGS

WHAT TO LOOK FOR TO IDENTIFY FAKE JOB POSTINGS

While it may be rare to encounter fake job postings on legitimate job boards like Handshake and Indeed, it happens. Here are 10 signs to watch for to help you decide whether the job opportunity is genuine or potentially a scam:

1. The recruiter contacts you

Legitimate recruiters may contact you through Handshake, LinkedIn, etc. however, if an employer or hiring manager contacts you first and offers the job immediately, asks for unusual information, or other warning signs from this list, it could be a scam aimed at stealing your personal information.

2. You receive a job offer right away

If you receive a job offer without applying for the job, speaking with a hiring manager, or going through an interview, it can be a major red flag. Being offered a role right away, especially when you did not initiate contact with the company, may indicate that the opportunity is not legitimate.

3. The pay is extremely high

If a job description lists an unusually high salary for the role, it could be a warning sign. For example, if an entry-level position offers \$75,000 annually for only 15 to 20 hours of work per week, research the company and job further before applying.

4. The schedule seems too flexible

Many career opportunities offer flexible work hours to support a healthy work-life balance. However, if a job seems too flexible, it could be a red flag. When combined with unusually high pay, an unconventional schedule might indicate that something is too good to be true. For example, if a job promises that you will work just one or two days a week while earning a high income, investigate further before applying.

5. Job requirements and descriptions are vague

Legitimate job postings should include clear, detailed descriptions and specific qualifications. In contrast, fake job postings often have vague requirements. Be cautious of opportunities that only ask for simple criteria, like being of legal age, being able to read, or knowing how to type. These broad qualifications may indicate that the job is not genuine, as almost anyone could meet these requirements. Look for more defined skills and experience requirements in job descriptions.

6. The company requires payment from you

Be cautious of any company, recruiter, or job offer that requires a form of payment from you. Legitimate employers won't require payment for the chance to work. While it may be normal to budget for job search expenses like transportation or professional clothing, candidates typically do not have to pay for an interview or job offer. If a job requires payment upfront, it may be a scam.

7. The job promises that you will get wealthy fast

If a job promises you can build wealth quickly or get rich within a short time, chances are likely that it is a red flag. Aim to look into the company's compensation structure. If you cannot find clear details about how and when you will be paid, proceed cautiously or perhaps continue your search for genuine opportunities.

8. Communication appears unprofessional

Unprofessional communication can be a warning sign for fake job postings. If a job offer email contains poor grammar, awkward syntax, or seems overly casual, it may be worth taking a closer look. Research the position and company to verify if the opportunity is legitimate before moving forward.

9. Contact information for the employer or company is missing

Fake job postings often lack key contact information or may provide vague details about the organization. If you notice that important company information is missing, conduct an online search for the company's website or email address. If you are unable to find basic details, such as the company's location or staff members, look elsewhere.

10. A company requests confidential information before hiring

When companies hire new employees, it tends to be standard practice to require the completion of tax documents and the submission of bank information for direct deposit, among other processes involving confidential personal information. However, this typically occurs after you have signed an offer and officially started your new role. If an employer requests personal information such as your Social Security number or bank account information before you are hired, this as a warning sign and contemplate seeking legitimate job opportunities elsewhere.

<https://www.indeed.com/career-advice/finding-a-job/how-to-know-if-a-job-is-a-scam>

If you fall prey to a scam, contact UT Martin Public Safety at 731.881.7777 immediately. If you shared bank information, contact your bank. If they mention CPAD in an email or the scam came from Handshake, contact us as well.



OFFICE OF CAREER PLANNING AND DEVELOPMENT

210 University Center | www.utm.edu/career
731.881.7712 | career@utm.edu



@utmcareer

