

# DISCLAIMER STATEMENT

Northwest University provides the NU JobSearch tool as a service to students, but is unable to fully evaluate job postings and the companies that submit them. Illegitimate job postings are a known internet scam. Northwest University is not liable for fraudulent postings.

Below are some red flags for fraudulent job postings. If you have any questions or concerns about a posted job, please consult with a professional at the Career Services Center.

## NORTHWEST UNIVERSITY CAREER SERVICES CENTER

Levi Davenport, Director  
425.889.5752 / [levi.davenport@northwestu.edu](mailto:levi.davenport@northwestu.edu)

## RED FLAGS: INDICATORS OF A POSSIBLY FRAUDULENT POSTING

**The Company Website:** Visit the company website. If the company in question doesn't have a website or the website does not seem to match the advertised job, there may be cause for concern. Note the professionalism of the website. Is there specific contact information? Are jobs and career information actually posted on the site? Lack of pertinent information is a red flag.

**LinkedIn Presence:** Search LinkedIn by "People" and the advanced search fields for "Company Name." Click the "Current Companies Only" checkbox to receive information on people currently listed as employed by this company.

**Consumer Service Reports:** Check with consumer service organizations such as the Better Business Bureau [[www.bbb.org](http://www.bbb.org)] or the Federal Trade Commission [[www.ftc.gov](http://www.ftc.gov)] to see if any complaints have been lodged against the company.

**Communication Skills:** Be careful when an employer cannot communicate accurately or effectively on the website, by email, over the telephone, etc.

**Money Exchange:** Legitimate employers will not charge to hire you! Don't send money for work-at-home directories, advice on getting hired, company information, or for anything else related to the job.

- Do not give your personal bank account, PayPal account, or credit card information to a new employer.
- Do not agree to have funds or paychecks directly deposited into any accounts by a new employer. (Arrangements for direct deposit or paycheck should be made during your first day or week of actual employment on site – not before.)
- Do not forward, transfer or send by courier (i.e. FedEx, UPS), or “wire” any money to any employer, for any employer, using your personal account(s).
- Do not transfer money and retain a portion for payment.
- Do not respond to suspicious and/or “too good to be true” unsolicited job emails.
- If you are being asked for any payment, or have any other concerns, consult with a professional at the Career Services Center first.

When information about salary is not listed on a job posting, find out how much you will be paid, how often you will be paid, and how you will be paid. If the company does not pay an hourly rate or a salary, be cautious and investigate further.

Read all information carefully. If the opportunity sounds too good to be true, it probably is! Just because a job lead appears in a legitimate publication, it does not mean that the job or company is, necessarily, legitimate. Forget getting rich quick.

## **IF YOU DISCOVER YOU HAVE BEEN A VICTIM OF FRAUD:**

If you have encountered a fraudulent posting, company, or organization, please contact The Career Services Center so the posting can be investigated and appropriate action can be taken.

You should immediately contact local police. The police are responsible for conducting an investigation (regardless of whether the scam artist is local or in another state).

If you have sent money to a fraudulent employer, you should contact your bank and/or credit card company immediately to close the account and dispute the charges.

If the incident occurred completely over the internet, you should file an incident report with the United States Department of Justice [[www.cybercrime.gov](http://www.cybercrime.gov)] and the Federal Trade Commission [[www.ftc.gov](http://www.ftc.gov)].