

# CENTER FOR CAREER & PROFESSIONAL DEVELOPMENT DISCLAIMER:

The Center for Career and Professional Development (CCPD) at Western Carolina University (WCU) maintains this website and JobCat system powered by Symplicity as a service to WCU students and alumni for their career development and employment-seeking efforts.

The presences of job and internship announcements provided through our JobCat system does not indicate an endorsement or recommendation from WCU or the CCPD. Students and alumni should take responsibility for all necessary precautions when applying for, interviewing for, or accepting these positions. Students and alumni are solely responsible for obtaining necessary information concerning the employer and all postings.

The CCPD will never post jobs that discriminate against applicants on the basis of race; color; religion; sex; sexual orientation; gender identity or expression; national origin; age; disability; genetic information; political affiliation; and National Guard or veteran status. If you find a fraudulent or discriminatory posting on JobCat please call CCPD at 828.227.7133.

## HOW TO AVOID FRAUDULENT INTERNSHIP/ JOB POSTINGS AND EMPLOYERS:

JobCat is only one job searching database. Students also use the internet and other job and internship searching platforms. CCPD strongly encourages all students and alumni to use caution when using any job searching database or website.

### COMMON RED FLAGS:

Scammers often pretend to contact potential job seekers from a local, regional, nation-wide, or international businesses. These fake employers sometime pretend to represent well-known companies or governmental agencies. Additionally, potential job seekers might be unfamiliar with the name of the company. Below are some common red flags that you might notice when you initially view a posting anywhere online.

- The email domain does not match the website domain
- The email address looks legitimate, but differs slightly from the real organizational website by one letter or number
- There are multiple misspellings in the email or job description
- There are grammatical or phrasing errors throughout the text
- The wage seems too high for the position or the geographical area
- The job focuses on the money you will make instead of mentioning details of the job
- Pertinent information like phone number, person of contact, etc. are missing
- The company is selling a program for potential employers to be trained for money
- The company sends you a large check unexpectedly
- The company asks you for credit/debit card, bank account, or PayPal/Venmo account numbers
- The company asks you to send a payment or transfer money by a wire service or courier (i.e. Western Union)
- The company offers you a large sum of money in exchange for using your bank account (i.e. to deposit checks or transfer funds)
- You are asked to complete a background check to be considered for a position (you should not be asked about a background check until the job offer is made)

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## HELPFUL TIPS:

- After finding a job posting on any website, Google the company's employment page to learn more about the company and (if possible) view the same position on their individual site.
- If a company's website only includes information about the job you are applying for and does not include basic information about the actual company do not proceed in applying.
- After searching for the company's contact information online, call the company and ask questions about the position you are applying for.
- Do not apply to any position that does not have a phone number for the company.
- Legitimate employers will never ask you for personal information. Never include copies of your student ID card, Social Security Card, Birth Certificate, or driver's license. Nor will these companies ask for financial or banking information.
- If you decide to post your resume online where it can be accessed by anyone, try not to include any personal information including your home address.

## EXTERNAL INFORMATION ON RESEARCHING FRAUDULENT JOB POSTINGS & EMPLOYERS:

External Information on Researching Fraudulent Job Postings and Employers

Better Business Bureau article on Employer Scams

<https://www.bbb.org/article/tips/12261-bbb-tip-employment-scams>

Federal Trade Commission article on Job Scams

<https://www.consumer.ftc.gov/taxonomy/term/866>

YouTube Video from Denver, CO, Better Business Bureau on scams during the COVID-10 Pandemic

[https://youtu.be/CaF2\\_7lCpk8](https://youtu.be/CaF2_7lCpk8)

World Privacy Forum – Posting a Resume

<https://worldprivacyforum.org/2009/02/consumer-tips-job-seekers-guide-to-resumes>

Monster.com – Conducting a Safe Job Search

<https://monster.com/career-advice/article/A-Safe-Job-Search>

## WHAT TO DO IF YOU HAVE BEEN SCAMMED:

If you have been scammed by a fraudulent employer or job posting listed in JobCat end all communication with the employer. Contact the Center for Career and Professional Development at Western Carolina University at 828.227.7133 or email us at [careerservices@wcu.edu](mailto:careerservices@wcu.edu), so the accused employer and posting can be removed and investigated by a member of our professional staff.

If you were scammed by a fraudulent employer within our JobCat platform on another job searching website, we recommend calling your local police department and filing an incident report with the United States Department of Justice (<https://www.justice.gov/criminal-ccips>) and the Federal Trade Commission (<https://www.ftc.gov/>).

If you sent money to the employer or gave the employer your bank, credit card, or financial information, contact your bank/credit card company immediately. Let the agency know you were scammed and dispute the fraudulent charge, request a block on your accounts, or close the account entirely. Your bank/credit card company will be able to instruct you on the proper course of action. Also, notify the three credit bureaus: Experian, Equifax, and Transunion.