

## Warning Signs

As you conduct your job/internship search, it is important to be aware of potentially fraudulent job postings or opportunities, regardless of where you found them. If you answer “yes” to any of these questions throughout the application and hiring process, there is good reason to believe that the opportunity is fraudulent, and you should proceed with caution.

- **Does the posting or hiring manager promise a large salary with minimal work or position knowledge required?** Remember: if it sounds too good to be true, it probably is.
- **Does the hiring manager offer you a position without talking or meeting with you?** Legitimate employers, regardless of whether they are a small or large company, will want to meet you in person before hiring you.
- **Does the hiring manager communicate with you from a personal email address or an address that does not match the company name?** If the company/employer is a small or family-run business, a personal email address may be used; however, hiring managers and recruiters working on behalf of a well-known company will always have access to an official company email address. If the hiring manager or recruiter contacts you from a personal email address or via direct message such as text or through LionSHARE, there may be cause for concern.
- **Does the position require you to transfer or wire funds between accounts or cash a check using your personal account?** If an employer asks you to transfer or wire funds to anyone or cash a check against your personal bank account, do not participate in any transactions and stop communicating with the company immediately.
- **Does the company/hiring manager ask for your personal information (social security number, bank accounts, etc.) before you have received any offer paperwork from them?** Employers only need access to this information once you’ve formally accepted an offer and are starting new hire paperwork. If a company asks for any personal information other than your name or contact information, do not send any information and stop communication immediately.

If any of the warning signs come up as a result of your application to a position in LionSHARE, please notify us immediately so we can investigate. (We can be reached at [cce@columbia.edu](mailto:cce@columbia.edu).)

**Looking for more information?** The [Federal Trade Commission Consumer Information on Job Scams](#) also provides helpful information on identifying fraudulent job postings and offers.

## Resources for Reporting Suspicious Employers and Fraudulent Job Postings

Although the overwhelming majority of employers and job postings are legitimate, there may be fraudulent employer postings that will attempt to scam students through university job boards across the country, including here at Columbia. These fraudulent employers and companies are very elaborate and will attempt to convince you that they are legitimate. Are you the victim of a fraudulent job posting? If so, please see the following resources:

- **Columbia University Public Safety** is available to assist Columbia University students, faculty and staff 24/7. Please contact Public Safety’s emergency line (212-854-5555) if you feel you are in immediate danger. Otherwise, use Public Safety’s non-emergency line (212-854-2797) to report incidents that do not pose an immediate threat to you or the campus community.
- **Federal Bureau of Investigation Internet Crime Complaint (IC3)** accepts internet crime complaints from victims or third parties, and provides instructions on how to file a complaint.
- **US Department of Justice** accepts reports of job scam incidents that have occurred over the internet.

**Trust Your Instincts:** If anything about an interaction with an employer or company feels suspicious or wrong, end the communication immediately. You should also be sure to report fraudulent activity to CCE immediately, so that the posting can be removed and other students won’t be negatively impacted.