

When responding to job posting online **BE CAREFUL** of Scams - **Be Safe!**

While most job postings are valid and from real companies, there are occasions when job postings are put online by criminals trying to steal your money or your identity. Online criminals even use valid company names to lure unsuspecting job seekers. We recommend using caution and doing further research when responding to a job-posting online if one of these circumstances exist:

- A posting asks for personal information such as your Social Security number
- A posting is from a real company but the email is not the company's email address. For example, the company address may be realcompany@yahoo.com or realcompany@gmail.com instead of realcompany@realcompany.com
- A company asks for banking information or for you to open a bank or Pay Pal account.
- A company charges you a fee to respond to a job posting.
- If the job is too good to be true such as a job paying \$75.00/ hr. for minimal work, minimal training, and minimal time. If the posting is too good to be true, it probably is.
- Vague or way too easy job requirements such as "Has to be over 18 years of age" or "Has to know how to use the internet" – you have to be on the internet to read the job posting! Most valid job descriptions include years of education and experience.
- You receive poorly written emails. Most valid companies take pride in sending email that are well written and professional. Emails with misspellings, poor grammar and bad formatting should be a red flag.
- They want you to pay for something such as an updated resume. A credit card report or software.

Researching the company is your best defense, but online criminals can be very clever. If you think things aren't right, trust your intuition. Ask questions and pay close attention to the answers. Slow the process down and don't be pressured into making into making a financial commitment or giving out personal information.

If you suspect or have a concern about a job posting on [www.JobGateway.pa.gov](http://www.JobGateway.pa.gov), please notify a CareerLink staff member immediately. If you have a concern about a job posting on another site, you can file an internet file complaint at <http://www.ic3.gov/default.aspx>.