

Navigating Your Online Job Search

University Career Services strongly encourages our students to utilize HireMason to search for job opportunities. We make a conscious effort to screen all employers and opportunities listed on the exclusive internship and job database, however fraudulent employers can sometimes find their way in. With that, we offer the following tips on navigating HireMason, other job databases, and any other resources you may use in your job search as well as the risk management that should go along with it.

What is at stake?

Identity theft is a \$37 billion annual crime that targets individuals. Personal data such as social security, bank accounts, educational and health records, as well as credit card numbers are considered high risk data. Medium high risk data encompasses employment and educational records, contracts and other financial information.

What does a fraudulent employer and/or posting look like?

Understand that while most employers and postings are legitimate, there are many out there that are not. These tips are to help you know when to do more in depth research.

- ***If it sounds too good to be true, it probably is!***
Steer clear of opportunities guaranteeing you thousands of dollars a week and/or exceedingly high salary ranges for entry level positions.
- ***Verify contact information.***
It is important to make sure you verify the mailing address, contact person, and the company name.
- ***Match email addresses with domain names.***
Email addresses should match the company of which the contact person represents. While some smaller start-up companies have not purchased domain names, be aware of those using domain names from sites such as Yahoo, Gmail, Hotmail, Live, etc. Also, fraudulent employers will often use domain names similar to a recognizable company but with a slightly different spellings, e.g. @deloitte.com versus @deliotte.com or @us.deloitte.com.
- ***Look for poor spelling and grammar.***
Be wary of postings featuring spelling and grammatical errors.
- ***Never send or accept money as part of the application process.***
Never, and we mean never, send money or accept personal checks from employers. Never allow employers to have access to your bank account for transferring money and/or depositing checks.

Fraudulent job posting are illegal and not always easy to recognize so it is important to stay vigilant during your search. If you suspect that you have been a victim of a scam via a position posted in HireMason, please notify University Career Services by phone 703-993-2370 and/or email careers@gmu.edu.