Job & Internship Scams

Red Flags:

- Asking you to communicate through a personal email account, versus a work or school email account or job platform
- Offering a job quickly and asking for a decision quickly
- Offering a job without an interview
- Asking for personal information upfront (e.g., Social Security number, bank account information)
- Asking for money to cover fees, training, equipment, etc.
- The job offer seems “too good to be true” (high wages, little work required, remote only, etc.)
- There are typos, grammatical errors, awkward sounding sentences in the posting
- The email does not come from an official company email address (e.g., it is from a private Gmail account)
- Website URL is slightly changed (e.g., has an extra letter or an extra character)
- You are unable to find much professional information about the organization or individual when searching online

What to do when you think you are being scammed:

- Use the “Phish Alert” button on Outlook to report to ITS (even if unsure, it’s better to be overly cautious in this situation)
- Do not approve or send any Duo 2-Step notifications when you are not logging in. Use the “Report Fraud” feature in Duo.
- Contact the Office of Career and Professional Development (518-437-4900 | career@albany.edu)