PEPPERDINE UNIVERSITY
Graduate School of Education and Psychology
— CAREER SERVICES —

Spotting Fraudulent Job Postings

GSEP Career Services offers PepPro as a resource for employers to connect with Pepperdine students and alumni seeking jobs. We strive to keep fraudulent postings off PepPro. However, there is always a possibility that one may slip through. Therefore, please also use your own discretion when applying to a position or interacting with potential employers. We have provided some common warning signs and tips below. Remember, anytime you have a question or concern about a posting or an employer, please contact Career Services.

Common Warning Signs & Tips

- You are asked to provide your credit card number, bank account number, social security number, or other personal financial documents
- The job posting focuses on how much money will be made and neglects to mention job duties, responsibilities, or qualifications
- The job posting includes many grammatical and spelling errors
- The posting appears to be from a reputable and familiar company, yet the domain in the contact's email address does not match the domain used by representatives of the company. Check for discrepancies in .com, .org, .net, etc.
- The position requires an initial investment, such as a payment by wire service
- Look through the company website. Does it only provide information about the job you are interested in?
- If it is difficult to find an address, company name, actual contact, or email address-be cautious
- When you conduct a search for the company name and "scam," the results show several scam reports concerning the company
- Do a search for the employer's phone number, fax number, or email address. If results do not appear to connect with an actual organization, this is a red flag
- The employer contacts you by phone, but you are unable to call them back because the number is not available
- You are asked to provide a photo of yourself

Reporting Suspicious Postings/Employers to Career Services

If you have concerns about the legitimacy of an employer or posting, please report your concerns to gsep.careerservices@pepperdine.edu or call us at (310) 568-5666. A Career Services team member will follow-up.