HOW TO BE VIGILANT WHEN VIEWING JOB POSTINGS

When you’re applying for jobs online, you’ll likely visit a range of job posting sites. Don’t assume that a job posting is legitimate just because it’s online. Make sure to be vigilant when reviewing postings to avoid potential scams. Here are a few tips to keep in mind.

Research the company in advance by visiting the website:
+ Does the company description seem ambiguous or vague?
+ Can you find evidence that people actually work there?
+ Is the name of the hiring manager listed with the job posting?
+ Can you find the name of the leader of the department that you’ll be working in?
+ Does the company (and employees) exist on LinkedIn?

Read reviews of the company and search social media:
+ If you suspect a scam, do a web search to see if someone has reported an issue in the past

Don’t be afraid to ask questions:
+ It can be scary to do this but it’s important! If something feels off, ask about it! If the answer is suspicious, don’t proceed

Watch out for:
+ Companies who ask for your personal information during the interview stage, especially your Social Insurance Number (SIN), banking or credit card information (do not provide this information)
+ Companies who send you money up front and ask you to cash cheques and wire money back to them
+ Companies who aren’t willing to answer questions about the organization or provide more details about the job itself
+ Opportunities that seem to good to be true (they probably are)

How to report a scam:
If you suspect that a posting on learninginmotion.uvic.ca is a scam, contact employer@uvic.ca. UVic does not verify employers or individual job postings.
For more information or to report a scam, visit the Canadian Anti-Fraud Centre at www.antifraudcentre-centre-antifraude.ca.