Detecting Fake Job and Internship Announcements

Information you need to know to keep you, your colleagues, and students safe!

Lam Family
College of Business
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Innovate Sustainably. Lead Responsibly.
You will learn...

- How to identify fake job and internship opportunities
- What to do and NOT to do when you receive one
- How to support students who fall victim to them
5 MAJOR CLUES Internship/Job Opportunity emails are fake

- If the sender of the email is not in the signature
- If the sender is an SFSU Student and the signature does not match, or there is no signature
- If the signature’s email or the person you have to contact is not linked to a formal business. For example, if the sender is requesting someone to simply reply to an email address like Hotmail.com, yahoo.com, gmail.com.
- If the message offers money upfront and indicates the work is remote
- If the grammar and sentence structure is full of errors
Tips to Identify FAKE Job/ Internship Opportunities

- There are no links to a business
- The employer asks for NO resume or cover letter
- The posting seems vague, as in, no details about the job is provided
- They are asking for a bank name OR account, or requiring someone to send money orders
- They ask you to participate in an interview via chat or email only
- They hire you "immediately"
- They don't include contact information
- They send you money upfront via a check that the individual has to deposit into their account
- They ask you to provide confidential information
- Your "gut" says it doesn't seem right
- When in doubt ask a professional, like your Career Center Counselor or Director

Check out Top 10 Job Scam Warning Signs by thebalancecareers.com
Example:

The sender and the signature do not match!

The grammar is off and the “Job Opportunity” has not been identified.
Example:

In accordance with the work and study regulations of the institution, we are pleased to inform you about an available part-time position of a personal assistant at ($400) four hundred dollars weekly wages. The working hour is between 4 and 8 hours weekly and you get paid $350. If you are interested kindly click on the link below to read more and apply [https://forms.gle/7khv88KVMhAsdfpE7](https://forms.gle/7khv88KVMhAsdfpE7)

While the message appears to come from a legitimate source, the original “Internship Opportunity” was sent from a fraudulent sender.

SFSU will never send emails without identifying the sender, the exact regulations the email is referencing, and who the student should contact, links to the announcement, or other information about qualifications.

The student is automatically offered money or a “stipend” without even knowing what the sender wants.
If the email is fake, click “Report Phishing”. If you’re using Outlook on your laptop or desktop, the icon appears on in your “Message” menu bar.
If you’re using Outlook in your browser, click on the ellipsis in the message.

Click “Report Phishing”. This sends a message to IT services to that a student’s email account has been compromised.
What to do...

- If you’re not sure and want to ask someone, take a screenshot of the message and send the image.
- If you learn that it is a fake, mark the message as Spam OR as a Phishing document/ email

What NOT to do...

- DO NOT forward, send, or attach the message and send to anyone
THANK YOU!

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