

**UB School of Management
Career Resource Center (CRC)**
308 Alfiero Center
(716) 645-3232 phone
mgt-crc@buffalo.edu

Safety Tips for Your Job or Internship Search

Students are urged to exercise caution when using online resources, social media and email transactions during the internship search. Scams that take advantage of motivated internship or job seekers come in many forms. If you experience any of the circumstances listed below, please reach out to the Career Resource Center *immediately*, so that we can attempt to assist you as well as prevent your fellow students from becoming victims.

The following requests represent a possible scam:

- The employer requests your credit card or bank account numbers, or copies of other personal documents, but you in turn receive nothing in writing.
- The employer requests that you send payment by wire service or courier.
- You are offered a large payment or reward in exchange for allowing the use of your bank account – often for cashing checks or transferring money.
- You receive an unexpectedly large check.
- The employer asks you to pay money up front for the promise of a job.

To learn more about conducting a safe internship or job search, spotting scams and protecting yourself, see:

[Common Job Scams and How to Avoid Them \(the balance careers\)](#)

[Better Business Bureau – 10 Steps to Avoid Scams](#)

[Federal Trade Commission - Job Scams](#)

[Internet Crime Complaint Center](#)

[Monster.com – A Safe Job Search](#)