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**Job hunting safely**

The AUB Futures team take steps to check the employers who advertise on AUB Futures Hub, however, from time to time, there have been incidents where criminals posing as legitimate organisations have managed to get through the platform’s filters.

To avoid being scammed it’s really important that before applying to roles, you also undertake some due diligence and take steps to protect yourself:

1. NEVER pay any money over to a potential employer – be that in the form of gift cards, apple pay or any other form of payment.
2. Check the company exists on [Companies house](https://www.gov.uk/government/organisations/companies-house)
3. Double check the contact person’s email address against the email from the company
4. Check the website – does it look legitimate, up to date, is the content well written?
5. Check the person’s name online – if they say they are a recruiter, their company or their name should appear online.
6. If a recruiter is trying to rush you into accepting a job or asking for money / bank details then slow things down, do your research
7. If you are immediately offered a job, without an interview, it is likely to be a scam
8. If you are approached for a job, it is worth slowing things down, getting the details of the person contacting you, and researching them futher. If you are not applying for a senior level role, it is unlikely that you would be contacted immediately – so double check.
9. Double check the job description – if it is incomplete or vague- then it is worth trying to find out more about the company sending you the job opportunity.
10. Scam job postings are often missing contact details – so avoid!
11. Make sure that any correspondence to you is personalised if they are offering you a job.
12. If you are before interview stage or during the interview stage, they should NOT be asking for your bank details
13. It is highly unusual that you would be offered an interview via a messaging service, it is likely a scam.
14. If the salary seems unrealistically high -then it is likely a scam
15. **Reach out to someone to get another opinion – if in doubt, consult with a lecturer / member of the careers team or AUBSU**

Some more tips can be found on [Indeed](https://uk.indeed.com/career-advice/finding-a-job/signs-job-posting-may-be-scam)

**Meeting up with employers in person**

If you are approached by someone who would like you to make them something / do a commission and they would like you to meet them so they can discuss their project.

* Make sure that you meet in public, if you are at all concerned, meet with a friend.
* Ensure that you discuss the brief, draw up a contract and arrange payment terms. You should make sure that you receive partial payment up front – check more information about contracts [here](http://aub.targetconnect.net/leap/svc/cms.html?fragment=content/article/b1250244-0e51-46dc-8080-79ddcc774d9a)

**Reporting Incidents**

If you are in the unfortunate situation of being scammed, you can report the incident here: [Recruitment scams | Action Fraud](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.actionfraud.police.uk%2Fa-z-of-fraud%2Frecruitment-scams%23%3A~%3Atext%3DWhat%2520should%2520you%2520do%2520if%2520you%25E2%2580%2599ve%2520been%2520a%2Cgive%2520any%2520more%2520money%2520to%2520the%2520scammers.&data=05%7C02%7Cazorraquin%40aub.ac.uk%7Ccb8eeefa53e344321fdd08dceec922c4%7Cf8eeeb9f09904abf950ceb8f53fe7c77%7C0%7C0%7C638647794914610926%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=7ExfWkKnNXqQHVV2p7YSaHjeBCkXEzxee%2B6LGzBYyho%3D&reserved=0)

If you are unsure about anything, you can book a [1:1 Career Coaching](https://bookings.aub.ac.uk/event/v071w2bCjCZOSrs8) appointment or email **futures@aub.ac.uk**