

Beware of scam job posts!



What are red flags for a scam job posting?

- *Scant company information.* A job ad typically includes information about the position, an outline of the job's responsibilities, and details on the company (a mission statement, what they produce or what they serve, their location, typical clientele, etc.).
- *Postings that offer unusually high compensation.* If the pay scale seems extraordinary—especially if it's listed as an at-home job—then it's likely too good to be true, particularly jobs that require little to no experience.
- *Postings that require money transactions.* Ads may ask the applicant to purchase software or apps to get more information about the job; legitimate employers will never ask applicants to pay for anything related to the hiring process.

Other frauds:

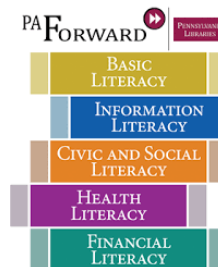
- Scammers may ask you to subscribe to a site where you can find more job listings, or have you join a site to receive “training” (which would likely cost money).
- Scammers may ask you to pay for a background check or credit check as a condition of employment. Legitimate employers only do this after you're officially employed with the company.


If any listing mentions fees or if bank account information is requested before a formal hire, cease communication immediately.

Final notes:

- Make sure you record any login information—trying to retrieve forgotten passwords can be difficult and may force you to start an application from scratch.
- Respond to employers promptly, and send a thank-you email after an interview.

Check with the reference librarian for more resources on job-related help.




Books...And So Much More!
1822 Mt. Royal Blvd
Glenshaw PA 15116
412-486-0211
www.shalerlibrary.org

Online Job Search Tips

Intimidated by searching for jobs online? Here's some guidance on navigating the internet job market.

Please speak with a reference librarian if you need further assistance! We're happy to help!

What you may need...

- An email account
- Reliable phone number
- Resume (paper and electronic copies)
- Computer or smart phone access
- Some paper or a planner to keep details in order

You can access a computer here at Shaler Library for 2 hours.

Company websites

- It's a good idea to use them if you know what company you're interested in or have a specific position in mind.
- Look for a link titled "Careers," "Career Opportunities," or just "Opportunities." This is where positions would be listed. The link may be located somewhere up top or towards the bottom of the page.
- You will likely have to make an account with the company's website in order to apply—**make sure that you memorize or write down the login information so you don't forget.** Doing so will enable you to not only apply to the job, but often can let you do only part of the application and finish it later.

Online Job Boards

Online job boards are the most popular job searching sites on the internet. Indeed, Monster, Ziprecruiter, and CareerBuilder are all types of online job boards.



You can simply type in the sort of work you're looking for and the location you're looking in (Pittsburgh, Akron, etc.). Examples: "Barista," "Cashier," "Chef," "Custodian," etc.

What

Where

They will grab jobs matching the criteria from your query, and you may be able to directly apply if you make an account and have your resume on your profile. Applying for a job can be as easy as a few clicks!

Barista and Cashier
Mel's Petit Cafe - Pittsburgh, PA 15228

[Apply Now](#)



****Because job board sites make postings very visible, employers may have to sort through hundreds of application for a single opening. It's important that your resume is strong and that your qualifications are clear.****

Craigslist

Craigslist is often used for selling used items, but it's also used for job openings. It's worth a look if you're searching for more temporary jobs (construction, painting, landscaping, etc.), but **be aware of scam job postings (tips on reverse side of this panel).**



Pros and cons of all options?

Online Job boards

Pros:

- Useful for general job research
- Useful if you're not looking at jobs with a specific company

Cons:

- There can be an overwhelming amount of positions
- Employers are often overwhelmed with applications for extremely visible job openings

Craigslist

- Pro: Great if you need temporary/odd jobs, such as construction, painting, dog walking, or landscaping
- Con: **You need to be aware of scams** since it's free to post on Craigslist