



#ExperienceWorks

## Staying safe and spotting scams

### Staying safe

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Interviews:

- Check that the interview will be in a public place or at a registered office.
- Don't go to a private home for interview unless you are going to work for a private individual. Tell someone where you are going and keep your phone switched on.

Working alone, or at night:

- Always consider your own personal safety.
- Tell friends where you are and when you should be back
- Make sure you understand what you're expected to do, and any risks involved
- Make sure you fully understand any emergency procedures
- Make sure you have access to a first aid kit
- Make sure you have regular contact with your employer
- Tell your employer about any medical conditions that may put you at risk when working alone

For more advice on your personal safety see <https://www.suzylamplugh.org/> .

### Spotting scams

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Not all employers are genuine. If you think a job opportunity doesn't feel right, be cautious. Trust your instincts.

In particular, be wary of an employer who:

- Asks you to invest money (never send money to employers)
- Expects you to pay for training or stock before starting work
- Asks for details of your bank account when you apply
- Asks that you make financial transactions using your bank account; the money that you are transferring through your account may actually be being laundered which means that you are committing a criminal offence
- Offers a very high salary

If someone stops you on the street and claims to be University of Edinburgh staff check their name badge or staff card. Do not disclose personal information.

Try Googling the company name and "scam" to see if other people have reported issues.

For more advice see [www.safer-jobs.com](http://www.safer-jobs.com) .

**We advise you to make your own checks on companies.**

August 2018

