



Job Posting/Company Verification Disclaimer

Career Services

Virginia State University Career Services posts employment opportunities and internships via our [website](#). Postings are based on the information provided by the employer or person offering the internship. Due to the volume of job and internship postings received, Career Services is unable to fully research the integrity or validity of each organization or person that posts a position or guarantee that all jobs/ internships are still available.

VSU Career Services makes no guarantee about positions listed and is not responsible for safety, wages, working conditions, or other aspects of employment or an internship. It is the responsibility of each individual job seeker to research the integrity of the organization(s) to which he/she is applying and to verify the specific information pertaining to the job posting. Job seekers should exercise due diligence and use common sense and caution when applying for or accepting any position.

VSU Career Services employment resources are provided free of charge to employers and to student job seekers. All hiring and compensation for work performed by student employees is handled directly between the student and the employer. Career Services does not perform complete background checks on students applying for jobs, nor on employers posting job opportunities. Employers and students are encouraged to request reference information from each other as needed to establish qualifications, credentials and overall fit between the employer and the student applicant.

For your privacy and protection when applying to a job online, it is advisable that you do not give your social security number to a prospective employer, provide credit card or bank account information, or perform any sort of monetary transaction.

All job listings are posted at the discretion of Career Services. We will not post jobs that appear to discriminate against applicants on the basis of race, color, religion, creed, age, national origin, disabled or Vietnam Era veteran status, sexual orientation, disability, or gender. Career Services also reserves the right to refuse to post jobs that do not support the interests of the University.

The Career Services Center staff members are available for consultation on how to research prospective employers. All concerns and issues related to job and/or internship opportunities on VSU job/internship-posting boards should be addressed promptly by calling (804) 524-5211 or via email to careerservices@vsu.edu.



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Why is it important to research each job opportunity?

- Find out if the job advertisement and the company that offers it is legitimate
- Find information to help you determine whether the company or job is a good fit for you
- Find data to help you write targeted resumes and cover letters
- Find facts to help you answer interview questions such as: Why do you want to work for this company?

Research the Job and Company

- Visit the company web site.
- If the company in question does not have a web site or the web site does not seem to match the advertised job, there may be cause for concern.
- Note the professionalism of the web site.
 - Is there specific contact information?
 - Are jobs and career information actually posted on the site?
- Lack of pertinent information is a red flag.