

USING PRIDE-CMS

- 1 Once a candidate has made an electronic request, you will receive an e-mail with a link to your account on the Pride-CMS Web site. Log in using this link. The first time you log in to the system, you will receive a username and password for future use.
- 2 On the “Recommendation Requests” tab, click on the “Create Recommendation” button next to the candidate’s name. Please take note of the candidate’s name, comments, and whether the letter being requested should be confidential or nonconfidential (candidates are not able to review confidential letters).
- 3 The system then gives you the choice of “file” or “html.” If you select “file,” you will be able to upload an existing letter that you have created in another program or have scanned. If you select “html,” you will be able to type the letter with the “html letter writer” on this page. Please note that the “html letter writer” does not allow for signatures. If you want to submit a hard copy with a signature, please mail the letter to The Career Center, and our staff will scan the letter directly into the candidate’s online account. To mail a letter directly to The Career Center, please send a typed letter, on valid letterhead, with original signature in a sealed envelope (with your signature across the seal) to:
The Career Center
M. Robert Lowe Hall
140 Hofstra University
Hempstead, NY 11549-1400
- 4 After you complete the letter and click on “Submit,” the system will display the complete letter and give you the option to edit or do a final submit.
- 5 Once you have submitted the letter, the candidate will be able to request that The Career Center mail his or her credential file to prospective graduate schools or employers.
- 6 Using your username and password, you will have ongoing access to this Web site and will be able to access and utilize previously created letters using the “Complete Requests” tab.

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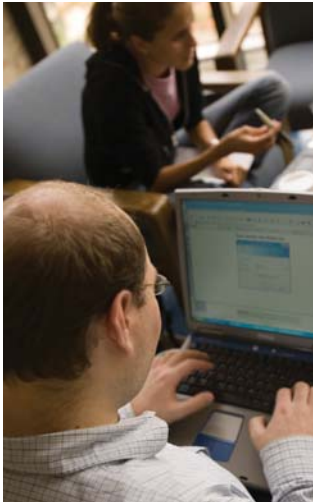
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M. Robert Lowe Hall
140 Hofstra University
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HOFSTRA
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A Guide for Writers of Letters of Recommendation

*The Credential File System
at Hofstra University*



What is a credential file?

A credential file is an online file that allows students/alumni to request, store, manage and send letters of recommendation to graduate schools or potential employers. Specifically, these letters of recommendation and related online services are best utilized by

undergraduate students seeking admission to graduate or professional schools, candidates seeking to apply for teaching positions, and/or doctoral students seeking to send information to search committees.

As a reference, you have the ability to write, upload, store and retrieve letters of recommendation via the Hofstra University Pride-Career Management System (Pride-CMS).

What is the Pride-Career Management System (Pride-CMS)?

The Hofstra University Career Center utilizes a comprehensive software system to manage the credential file system, all full- and part-time job opportunities, internships, and several recruitment and career fair events. All students and alumni have accounts in this system that are available 24 hours a day, seven days week.

How do I submit a letter of recommendation to a candidate's file?

The Career Center encourages all students and alumni to speak with the reference directly to request a letter of recommendation. Once you, the reference, have informed the candidate that you will write a letter, it is the candidate's responsibility to send you, via the Pride-CMS, an electronic request, which you will receive by e-mail. This request will include login instructions.

Once you log in to Pride-CMS, you will see the candidate's request with comments and a notation if the letter should be confidential or nonconfidential. You have the ability to upload an existing letter that you have created in another program or have scanned, or you have the option to write the letter directly within Pride-CMS using an easy-to-use "html letter writer." If you prefer to submit a hard copy with a signature, please mail the letter to The Career Center at Hofstra University, and our staff will scan the letter directly into the candidate's online account. To mail a letter directly to The Career Center, please send a typed letter, on valid letterhead, with original signature in a sealed envelope (with your signature across the seal) to:

The Career Center
M. Robert Lowe Hall
140 Hofstra University
Hempstead, NY 11549-1400

For security reasons, The Career Center will not accept letters via Groupwise e-mail or unsecured e-mail.

Confidential vs. Nonconfidential Letters

Each time a student or alumna/alumnus requests a letter, Pride-CMS gives the candidate the option to choose whether he or she wants the letter to be confidential or nonconfidential. You, the reference, will see this request online before writing the letter.

CONFIDENTIAL FILE: Students/alumni waive the right to read confidential letters.

NONCONFIDENTIAL FILE: Students/alumni can review the letters anytime through their Pride-CMS accounts.



If you have any questions, contact:

The Career Center
M. Robert Lowe Hall
140 Hofstra University
Hempstead, NY 11549-1400
Phone: (516) 463-6060
E-mail: edcareer@hofstra.edu
Web site: hofstra.edu/career

Hofstra University is an EO/AA/ADA educator and employer.