



Thank you for your interest in Hofstra Summer Camps!

To give you a better understanding of what it takes to be employed at Hofstra, please read the hiring timeline below:

1. Interested parties must completely fill out our employment application (which contains pertinent information including name, address, phone number, relevant work experience, and references).
2. Once your application has been reviewed by our staff, you may be contacted by our Human Resources representative to come in for an interview. During this interview, communication skills, previous experience, and overall fit for the program will be taken into consideration.
3. At this time, you may be offered a position for the summer.
4. If you choose to accept the position, you will sit down with our Human Resources representative to discuss necessary documents to bring in and any forms that you'll need to complete.
5. We will then contact both of your references by email. We will inquire as to their relationship with the applicant, their punctuality, work ethic, and ability to work well with others, as well as if there's any reason why the candidate should not be hired.
6. All staff must pass a criminal background check and are checked against the New York State Department of Criminal Justice Sex Offender Registry and National Sex Offender in order to work.
7. All staff must attend several orientations prior to the start of camp. We will review our policies and procedures including staff attire, attendance, cell phone use, daily responsibilities, and general camp information. There will also be a review of Hofstra University's sexual harassment policy through Human Resources.

If you have any questions, please email us at camp-hr@hofstra.edu.