

New Faculty Hire Appointment Email Template

Dear (Applicant Name):

Thank you for applying for the **NAME OF POSITION** at Hofstra University. All prospective employees of Hofstra University are required to successfully pass a background check and provide the chair with proof of vaccination. Below, please find instructions to complete your own secure background check through Hofstra University's ADP's Candidate Link.

Steps to Follow:

1. Access the link: www.candidatelink.com/hofstrauniversity and create/register your own secure account.
2. Click on "Let's Start" and complete all the required data fields (please note you do have the option to save and continue the process).
3. Complete your highest level of education.
4. Complete the authorization section and click yes to agree to consent electronically.
5. Sign and then view/print history of submission and then select "I'm done" to submit the application.

Once you have completed the background check, please "Reply All" to this email to confirm that you have completed the process.

If you have any questions, please do not hesitate to contact the Office of Human Resources at backgroundcheck@hofstra.edu or Kathy Blydenburgh at (516)463-6960.

Thank you,
NAME
TITLE