

BACKGROUND CHECK PROCESS TO FOLLOW:

To request a background to be completed for your candidate, please utilize this email template below which links to the ADP site. Please adjust the highlighted portions to match your job description and Candidates name.

Please provide a budget code to charge your ADP Background Check request. **Be sure to cc the background email @Background Check and the Hiring Manager/Chair on the email.**

ADP instructions: (Always cc Background Check backgroundcheck@hofstra.edu)

Dear (Applicant First Name Last Name):

Thank you for applying for the NAME OF POSITION at Hofstra University. As part of our pre-employment process, all prospective employees of Hofstra University are required to successfully pass a background check. 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. Enter your past seven (7) years of residence. If your current address is under seven, you will need to add your previous home address.
4. Enter the highest level of education that you have completed. Only the highest level of education completed is required. You must click "yes" on the "authorize to contact reference" button as this permits us to verify your degree.
5. Complete the authorization section and click yes to agree to consent electronically.
6. 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 at (516)463-6859.

Thank you,

NAME

For HR: BUDGET CODE XXXXX-XXXXX-XXXXX

Your Signature