

New Faculty Hire Background Check Procedures

When making an offer to a candidate for a teaching position, please indicate that the offer is contingent upon the successful conclusion of the background check. **Failure to complete these steps will result in a delay in processing time:**

In addition, please see revised email template for the applicant at the end of this procedures memo. This revised email includes the applicant's last name in the salutation, advises applicants to provide 7 years of address history and highlights that only the highest level of education completed should be indicated along with the authorization to contact the school. Please use this revised email template moving forward.

- When the candidate has been cleared you will receive an email from HR, and the appointment can then proceed.

Visa Requirement

- If the new faculty member needs a visa, the department chair must begin the process by notifying HR. HR will send paperwork to the department chair to fill out and returns it as a PDF to HR for review. HR will send an approval via email when everything is in order. At that point, the department chair sends the visa paperwork to the Dean's office along with the documents specified below. Please **include the approval email from HR.**

Checking References

- While waiting for notification on the background check, departments must verify the candidate's references. **The Chair must initial and date your copy of the faculty application form when the references are checked.** Please note that the phone call *does not replace the written letters of recommendation* which are to follow. **These must be signed and dated within a year of hire; emailed letters will not be accepted. Scans of signed letters may be substituted.** (For part-time faculty, the transcripts and letters of recommendation may be forwarded at a later date, if they are not immediately available.)

BACKGROUND PROCESS TO FOLLOW:

To request a background to be completed for your candidate, please utilize the 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.**

August 21, 2025

ADP instructions: (Always cc Background Check backgroundcheck@hofstra.edu when sending this email to candidate.

Email Template:

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