

SAMPLE SCRIPT: Communicating with applicants.

Dear {Applicant},

I am excited to inform you that you are a finalist for the role of {role} at {School/Department} at Columbia University.

As we move forward with your candidacy, we must complete the following steps before proceeding with a conditional offer of employment.

First, we need to complete education and employment verification, as well as professional references {explain your process for collecting information and contacting references}.

Under the current [NYC Fair Chance Act](#), the City of New York requires employers to successfully verify your employment and education history before extending an offer of employment. The law makes it illegal for the University to ask about the criminal record of job applicants before making a job offer. This process allows applicants to be judged primarily on their qualifications.

As such, the background check process is now conducted in two steps. First, using our vendor, HireRight, we will complete the education and employment verification. Once the employment and education verification are successfully completed, we can extend a conditional written offer and complete a criminal background check.

Congratulations on reaching the finalist round!

Sincerely,

Columbia University Human Resources