

NORTHEASTERN UNIVERSITY
Department of English

Placement Office
405 Lake Hall

Northeastern University
Boston, MA 02115

**DEPARTMENT OF ENGLISH
DOSSIER SERVICE**

This Dossier Packet contains:

- A Dossier Service Agreement Form
- Letter of Recommendation Form
- Dossier Request Form (link)
- Sample Cover Sheet

In order to establish your dossier, you should:

- ✓ **Sign the Dossier Service Agreement Form.** Return the form to h.hardy@northeastern.edu to formally establish your dossier.
- ✓ **Request graduate transcripts.** Official transcripts may be sent to h.hardy@northeastern.edu. More information is available at <https://registrar.northeastern.edu/article/transcript-requests/>.
- ✓ **Distribute recommendation forms** to your recommenders. If recommendations arrive for your file before we receive your Agreement Form, we will start a file for you. You will receive an e-mail confirmation when a letter is added to your dossier.

For guidance in thinking about how to approach faculty members for recommendations how to assemble your dossier, etc., please refer to the *Academic Job Search Guide*.

DOSSIER SERVICE POLICIES:

1. **All requests for your dossier must be made by you via the online form at <https://cssh.northeastern.edu/english/dossier-request-form/>.** Please bear in mind that the Placement Office needs a minimum of three days to process your requests. You will receive an e-mail confirmation from the Placement Office Assistant when a request is received and another when the request is fulfilled.
2. As of Fall 2020, all dossiers will be e-mailed as opposed to physically mailed. You will not be charged for e-mailed dossiers.
3. **The dossier will contain a cover sheet, the letters of recommendation, and all graduate transcripts,** unless you specifically instruct the Placement Office to compile the dossier differently. You may ask the Placement Office to “Deactivate” particular letters of recommendation, either for particular mailings or indefinitely.

NORTHEASTERN UNIVERSITY
Department of English

Placement Office
413 Lake Hall

Northeastern University
Boston, MA 02115

DOSSIER SERVICE AGREEMENT

Registrant's Name (please print): _____

I hereby authorize the Placement Office of the Department of English to send out the letters of recommendation and official graduate transcripts in my file only after receiving my formal request.

I understand that it is my responsibility to keep the Placement Office informed of any changes in my degree status, so that my file will be up-to-date.

Signature: _____ Date: _____

NORTHEASTERN UNIVERSITY
Department of English

Placement Office
413 Lake Hall

Northeastern University
Boston, MA 02115

LETTER OF RECOMMENDATION REQUEST

_____ is establishing a dossier with this office. Please attach this document to your letter of recommendation and return both to Heather Hardy, *h.hardy@northeastern.edu*. A letter of recommendation will be treated as a non-confidential letter unless it is accompanied by the candidate's signed statement waiving his or her right of access to the letter (see Optional Waiver below).

In evaluating the candidate, you may wish to refer to professional qualifications, experience, character, and potential. The Massachusetts Fair Employment Practices Law prohibits reference to the candidate's age, race, religion, or ethnic origin.

Name of Recommender _____

Title _____

Department _____ Institution _____

City & State _____

Signature _____ Date _____

OPTIONAL WAIVER: Under the terms of the Family Educational Rights and Privacy Act of 1974, as amended, I hereby waive my right of access to this letter of recommendation.

Candidate's Signature _____ Date _____

DOSSIER SERVICE REQUEST FORM

Online at:

<https://cssh.northeastern.edu/english/dossier-request-form/>.



Northeastern

DEPARTMENT OF ENGLISH

*Placement Office
413 Lake Hall
360 Huntington Avenue
Boston, MA 02115*

Credentials of First Last

Under the provisions of the Family Education Rights and Privacy Act of 1974, these credentials may not be revealed to a third party without written consent of the candidate.

Pursuant to the "Buckley Amendment," right of individual access to letters of recommendation has been: waived X
not waived:

PLEASE DESTROY THESE CREDENTIALS WHEN THEY ARE NO LONGER IN USE.