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## *New Hire Onboarding Checklist*

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☐ New Hire Paperwork

- I9
- W-4
- Background Screening
- Direct Deposit
- Offer Letter Acceptance
- Human Resource Questionnaire
- Emergency Contact Information
- Confidential Information Agreement
- Electronic Communication and Signature Disclosure and Consent
- Conflict of Interest Disclosure Form
- New Employee Orientation Acknowledgment of Receipts of Policies
- Voluntary Pre-Employment Form for Gender and Race
- Voluntary Self-Identification of Disability Form
- Voluntary Self-Identification for Protected Veterans

☐ Benefits Orientation

- Waive/ Elect Benefits Paperwork

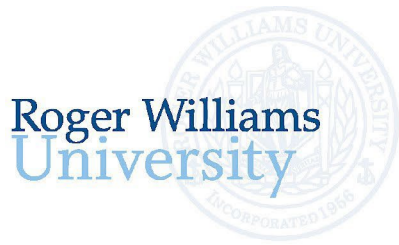
☐ Obtain RWU ID

☐ Training

- Environmental Health and Safety Training
- SANS Security Awareness Training
- Title IV and Harassment Training

☐ Order uniforms if applicable

☐ Registration for [parking permit](#)



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- ☐ Registration for ADP Portal
- ☐ Email Login/ Computer Login
- ☐ Voicemail Setup