New Hire Onboarding Checklist

☐ New Hire Paperwork
  • I-9
  • W-4
  • Sterling Background Check
  • 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

☐ Provide proof of COVID-19 Vaccination Card or Exemption Request Form

☐ 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

☐ Registration for weekly COVID-19 screening
☐ Registration for ADP Portal
☐ Email Login/ Computer Login
☐ Voicemail Setup