



New Hire Onboarding Checklist

- New Hire Paperwork
 - I9
 - W-4
 - Hire Image 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