

New Adjunct Faculty Onboarding Checklist

All onboarding steps below **must be completed before you may begin work.**

Step 1: Background Check

- Reviewed Background Check Authorization instructions
 - Completed all required Background Check Authorization forms with **wet (handwritten) signatures**
 - Emailed completed forms to **Adjuncthiringdocs@southernct.edu**
 - Completed background check link from SSC Background Check Company
 - Received Background Check Report from SSC Background Check Company
-

Step 2: Adobe Sign Onboarding Documents

Note: This step begins after a successful completion of a background check.

- Received Adobe Sign onboarding packet email from Human Resources
 - Reviewed all onboarding and benefits information
 - Submitted all Adobe Sign documents
-

Step 3: In-Person HR Onboarding Appointment

- Scheduled in-person onboarding meeting
 - Attended onboarded meeting
 - Verified I-9 Documents
 - Reviewed medical and dental insurance options (optional)
 - Reviewed Policies and Procedures
 - Finalized irrevocable retirement election
 - Submitted voided check or bank direct deposit letter (optional)
 - Activated SCSU email account
 - Obtained faculty ID badge
 - Obtained parking pass
 - Informed department of HR clearance
 - Signed Appointment Letter
-

Questions or Assistance

For onboarding or hiring documentation questions, contact: **Adjuncthiringdocs@southernct.edu**