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## *New Hire Onboarding Manager's Checklist*

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- Make a conditional offer to the candidate
- Complete Requisition
- Communicate with employee that they will receive two emails:
  - Background Screening from Hire Image
  - New Hire Paperwork from Roger Williams University
- Contact the new employee to welcome them and discuss the following:
  - Dress code
  - Working hours
  - Parking information
  - Where to go on first day
  - Confirm start date
- Send an email announcement to department announcing the new hire and start date
- Set up desk/office/work space
- [Request network access](#)
- [Request building access](#) (keys, ID badge access)
- Create a training/orientation plan for new hire
  - Provide time for trainings
  - Schedule time with teammates and specific tasks they will review
  - Schedule time with other areas (when applicable) and specific tasks they will review
  - Time with supervisor to review job duties and expectations
- Order uniforms if applicable
- Tour the campus
  - Obtain RWU ID
- Assist New Hire with the following:

- Email Login/ Computer Login
- Registering for ADP
- Registering for COVID-19 screening scheduling
- Obtaining parking permit and provide temporary parking pass
- Voicemail setup