

New Adjunct Faculty Onboarding Checklist

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

Step 1: Background Check

- Review Background Check Authorization instructions
 - Complete all required Background Check Authorization forms with **wet (handwritten) signatures**
 - Email completed forms to **Adjuncthiringdocs@southernct.edu**
 - Complete background check link from SSC Background Check Company
 - Receive Background Check Report from SSC Background Check Company
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Step 2: Adobe Sign Onboarding Documents

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

- Receive Adobe Sign onboarding packet email from Human Resources
 - Review all onboarding and benefits information
 - Submit all Adobe Sign documents
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Step 3: In-Person HR Onboarding Appointment

- Schedule in-person onboarding meeting
 - Attend onboarded meeting
 - Verify I-9 Documents
 - Review medical and dental insurance options (optional)
 - Review Policies and Procedures
 - Finalize irrevocable retirement election
 - Submit voided check or bank direct deposit letter (optional)
 - Activate SCSU email account
 - Obtain faculty ID badge
 - Obtain parking pass
 - Inform department of HR clearance
 - Sign Appointment Letter
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Questions or Assistance

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