



Onboarding Checklist

All onboarding documents should be sent to HR 7 days prior to first day of work.

Documents can be uploaded to this Dropbox link:

<https://www.dropbox.com/request/g6THmTJ1TQ4sZRPhAQW6>

- ✓ Did you complete and physically sign all documents included?
- ✓ Did you attach copies (front and back) of either 1) passport, or 2) driver license **and** social security card for the background check and computer access?
- ✓ Did you attach a voided check or statement from your bank confirming routing number?
- ✓ Did you attach print outs or screenshots of the certificates from the Ethics and Harassment training?
- ✓ Did you send your official transcripts? All Full-Time employees and all Faculty Adjuncts must have official transcripts sent by email to jobs@gadsdenstate.edu or have official transcripts mailed to GSCC: Attn- HR, P.O. Box 227 Gadsden, AL 35902-0227.
- ✓ All onboarding documents can be found at: <https://www.gadsdenstate.edu/about-us/onboarding.cms>