



April 25, 2024

HR Contract Vending Process

- Department liaison submit paperwork to HR-Talent Acquisition (HR-TA) Department (should include Asha Langaigne, Gregory Goodrich, and Kristie Fierro)
- HR-TA team will confirm with Contracts and Procurement that a valid contract is in place for vendor
- Once confirmed that contract is in place with vendor, the following will be required to begin the vendor onboarding process:
 - Resume
 - Attestation (including criminal history check and excluder provider checks)
 - SUNY Downstate's "Certificate of Completion – Compliance"
 - SUNY Downstate's "Certificate of Completion – Orientation (AME)"
 - Employee Health Clearance
- Contract vendors will be cleared to start by HR when all required documentation is received and reviewed
- Departments should be prepared to provide HR with the candidate(s) name, title, department, whether vendor will be on or off site, start date, and tentative end date once contract vendor is cleared to start
 - If an ID is needed, the department should notify HR