



HireNYC: Goods and Services – Contractor Overview

Program Overview

HireNYC: Goods and Services is part of the Mayor’s larger HireNYC program, announced in *One New York: The Plan for a Strong and Just City* and *Career Pathways: One City Working Together*. It is a partnership between the City, employers and jobseekers to leverage the City’s purchasing power to connect low-income and underserved New Yorkers to employment opportunities. HireNYC: Goods and Services is a hiring process that requires businesses that contract with the City to share entry and mid-level positions with the City, and interview the qualified candidates that the City refers. It provides free, high quality recruitment services to employers and high-quality employment services to jobseekers. Contractors will work with the Department of Small Business Services’ Workforce 1 (Workforce1), a free employment service, to find qualified candidates to fill openings across their organization.

HireNYC: Goods and Services Requirements

On applicable contracts, all contractors will be required to:

- Enroll with the HireNYC Portal within thirty (30) days after registration of the contract;
- Provide information on all entry to mid-level job opportunities¹ arising from a contract that will be performed in the City;
- Interview qualified candidates sourced from Workforce 1 for those opportunities;
- Provide feedback to Workforce 1 related to referred candidates that were interviewed and employment information related to referred candidates that were hired; and
- If no applicable employment opportunity related to a contract arose, to certify as such.

These requirements were designed to assist contractors with finding employees if openings occur throughout the term of the contract. Though contractors will be required to interview qualified candidates referred by Workforce1, contractors will not be required to hire anyone.

Enroll Contracts through the HireNYC Portal

All contractors must enroll qualifying contracts through the HireNYC Portal to attest to possible hiring needs arising from the contract. Enrollment must be completed within 30 days of the contract registration date. HireNYC: Goods and Services requirements apply to all new contracts with a value of \$1 million or more for:

- Goods and services contracts;
- Construction contracts with non-trade position openings; and
- Human services contracts that are not subject to the Public Assistance Hiring Rider

HireNYC Portal Contract Enrollment Screen

¹ Entry to mid-level job opportunities include those requiring no more than an associate degree, as provided by the New York State Department of Labor (see Column F of <https://labor.ny.gov/stats/2012-2022-NYS-Employment-Prospects.xls>)

Enrollment through the HireNYC Portal includes:

1. Providing the name, phone number and email address for the person who will be the contractor's primary contact with the City for all communications related to HireNYC: Goods and Services;
2. Providing basic information about the contractor, including business name, address and City Vendor ID Number;
3. Providing the Contract ID Number; and
4. Attesting to whether the contractor intends to hire any entry or mid-level position(s) for work arising from the contract to be performed in the City, and if so providing the approximate start date for the first hire.

If new positions become available during the life of the contract, those hiring requirements must be submitted through the HireNYC Portal. Contractors will be required to re-enroll through the HireNYC Portal every 365 days throughout the life of the contract.

Work with Workforce1 Recruiters to Find Qualified Candidates

If a contractor plans to hire for any entry or mid-level position(s) arising from a qualified contract, position profiles must be created in the HireNYC Portal for each position no less than 3 weeks before the intended date of employment. Once a position profile has been created, a recruiter from Workforce1 will contact the contractor within 3 business days to confirm the details of the position(s), discuss the screening process and recruitment timeline. The Workforce1 recruiter will work with the contractor's primary contact to develop a recruitment plan that aligns with the contractor's specific hiring needs. The contractor's primary contact should be knowledgeable of the contractor's hiring needs and/or have the ability to hire on behalf of the contractor.

After finalizing the recruitment plan with the contractor, Workforce1 will recruit candidates for the open positions and screen qualified candidates based on the contractor's specifications and hiring needs. Workforce1 will notify the contractor about qualified candidates and provide information, such as a resume with contact details, to allow the contractor to review the candidate profiles and schedule interviews. If the contractor does not consider a candidate to be qualified for an interview, they must provide a reason to Workforce1 for why the candidate is being disqualified.

Provide Feedback on Interviews and Hires

The contractor must provide to Workforce1 information about the outcomes of the interviews. For candidates that were hired, this includes the start date as well as wage and hours per week. The contractor will be able to provide this information through the HireNYC Portal.

ID#	Name	Position Title	Status	Wage (1)	Wage Period (1+hourly)	Hours/Week (2)	Start Date (mm/dd/yyyy)
498320	Armon Brown	EQH BOH	Pending				
833808	Rafael Caballero	EQH BOH	Pending				
775553	DENZEL CASTRO	EQH BOH	Pending				
907007	Luis Falcon	EQH BOH	Pending				
362254	KEVIN FORTE	EQH BOH	Pending				
863720	ESTEFANIA MARTINEZ	EQH BOH	Pending				
880482	Luis Morales	EQH BOH	Pending				
987800	WAX MURPHY	EQH BOH	Pending				
46860	GERMAY NEUBITT	EQH BOH	Pending				
887019	Kyle Niss	EQH BOH	Pending				

HireNYC Portal Referred Candidate Feedback Screen

For questions about the HireNYC Portal, contact HireNYCSupport@sbs.nyc.gov.

HireNYC URL: http://www.nyc.gov/html/sbs/wf1/html/contact/targeted_hiring.shtml