

New Contract Employee Data Sheet

Complete the information below and upload to Contract Labor Optimizer at the time of resume submission. This information will be utilized to create the resource's Peoplesoft ID and Kronos access at the time an offer is accepted.

PERSONAL INFORMATION

Legal First Name _____

Legal Last Name _____

Middle Initial _____

Street Address _____

City _____ State _____ Zip _____

Home Phone _____ SSN# (last 4) _____

Email Address _____

(This is how the resource will receive the MyLearn Modules for their Northwestern Medicine Orientation prior to the assignment start date)

If you have any questions on this document please reach out to your Vizient Staffing Specialist at NMStaffing@vizientinc.com or call 888.619.1900.