New Employee Self-Identification Form

Federal laws and regulations require Michigan State University to report on its workforce by race, gender, and veteran status and to offer the opportunity for self-identification as to disabilities. Please assist us by completing this form. YOU ARE NOT REQUIRED TO PROVIDE THIS INFORMATION. Data which you provide shall be kept strictly confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled individuals and/or disabled veterans; (ii) first aid and safety personnel may be informed, to the extent appropriate, if the condition might require emergency treatment; and (iii) governmental officials reviewing MSU’s compliance status shall be informed.

Name: ____________________________________________ (Last, First, Middle)

Posting Number: ______

Rank/Title of Position: ______

Department: _____________________________

Citizenship: Are you a U.S. citizen or permanent resident?

☐ Yes  ☐ No

Gender: ☐ Male  ☐ Female

Race/Ethnicity:

Are you Hispanic or Latino? SELECT ONE.

☐ No, Not Hispanic or Latino

☐ Yes, Hispanic or Latino: a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race

What is your race? SELECT ONE OR MORE.

☐ White: a person having origins in any of the original peoples of Europe, the Middle East, or North Africa. (Not Hispanic or Latino)

☐ Black or African American: a person having origins in any of the Black racial groups of Africa. (Not Hispanic or Latino)

☐ American Indian or Alaska Native: a person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment. (Not Hispanic or Latino)

☐ Asian: a person having origins in any of the original peoples of the Far East, Southeast

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Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. (Not Hispanic or Latino)

Native Hawaiian or Other Pacific Islander: a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. (Not Hispanic or Latino)

**Veteran Status: Check all that apply. †**

- ☐ I am a disabled veteran.
- ☐ I am a recently separated veteran. Date of discharge (MM/DD/YY) ______________
- ☐ I served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.
- ☐ I participated in a United States military operation for which an Armed Forces Service Medal was awarded, while serving on active duty in the Armed Forces, pursuant to Executive Order No. 12985 (61 Fed. Reg. 1209).

**Disability**

- ☐ I am an individual with a disability.*
- ☐ I have received the form and decline to provide the requested information.

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*Categories consistent with 41 C.F.R. §60-300 & Form VETS-100A
† If you need a definition of these terms, please see below.

**SELF-IDENTIFICATION FORM DEFINITIONS**

1. The term "Disabled Veteran" means –
   - A. a veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability; or
   - B. a person who was discharged or released from active duty because of a service-connected disability.

2. The term "Recently Separated Veteran" applies to any veteran during the three-year period beginning on the date of discharge or release from active duty.

3. An “individual with a disability” means any person who (i) has a physical or mental impairment which substantially limits one or more of such person’s major life activities; (ii) has a record of such impairment; or (iii) is regarded as having such impairment.

Return to: bentley@msu.edu or mail to Audrey Bentley, Office for Inclusion and Intercultural Initiatives, 408 West Circle Drive, Room 112A Olds Hall, Michigan State University, East Lansing, MI 48824

Contact information:

(Name), (department/college), (phone #) for information on the status of the search process.

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