

EEO/AA Self Identification (Electronic Version)

The EEOC regulations require employers to obtain the number of applicants for positions by race and gender in order to keep records on the applicant pool, applicant flow and any adverse impact on protected groups of employment decisions. Although identification by race, sex, and status are essential factors in determining compliance with various employment opportunity laws, an individual cannot be forced to identify him/herself by race, sex or ethnicity, except where such identification is necessary to determine an individuals' eligibility to receive a benefit.

Self-identification is the preferred method of obtaining necessary information. Where information is not provided by the individual that indicates affiliation with a specific group, the person requesting the information should, where possible, secure and record the information through observation.

For those applicants who have provided an email address, the acknowledgement letter and self identification form can be sent electronically. Responses are sent directly to the Office of Equity Programs. This method would eliminate the need to send letters and postcards by regular mail.

When replying to applicants electronically please include the following link to the electronic version of the EEO/AA Self Identification form:

http://www.marshall.edu/EEOAA/forms/MU_EEO_AA_Self_Identification_Form.asp

Sample Acknowledgement Letter ***(For electronic use copy and paste text)***

Dear (Name):

This is to acknowledge receipt of your application for the _____ position, Line # _____ in the _____ (Department) at Marshall University.

The search committee will review all completed applications received. Applicants whose background and qualifications fit most appropriately with the job description will be invited for interviews.

The Office of Equity Programs is required by the Federal government to collect information on applicants for positions. Please complete the EEO/AA Self Identification form at the link below and return it electronically to the Equity and Campus Diversity Office. This information is used for statistical purposes only and will not be shared with the committee without your specific permission.

http://www.marshall.edu/EEOAA/forms/MU_EEO_AA_Self_Identification_Form.asp

Thank you for applying for a position at Marshall University . We will keep you informed as the search progresses. You will be informed about search results when a decision has been made concerning the position.

Sincerely,

Name

Title

Contact Information