The Office of Human Resources

HR Forum
Applicant EEO Data Solicitation

December 12, 2014
Agenda

• Welcome
• HR Updates
• Applicant EEO Data Solicitation Training
• Feedback Exchange
• Up Next
• One-on-One Questions
HR Updates

• Benefits Open Enrollment – please verify any open enrollment changes on your paycheck
• New Employee & Labor Relations Departmental Assignments
• USPS Profiles – please don’t forget to get USPS profiles into OMNI by the end of the year
• Disposition Codes – please ensure disposition codes are entered in a timely manner
  ➢ Use Query FSU_ERS_DISP_CODE_REPORT to track disposition codes through the interviewing process
• External Job Postings on INSIGHT Into Diversity and Inside Higher Ed via OMNI
• Adjustment to Pay Periods M and N for Christmas and New Year’s Holidays
Applicant EEO Data Solicitation


FSU is such an entity and the Office of Equal Opportunity and Compliance (EOC) is charged with ensuring that FSU is in compliance. HR Department Representatives have a frontline role in assisting us with compliance.
Applicant EEO Data Solicitation

Former Requirements:

• Ethnicity/Race
• Sex

Additional OFCCP Requirements:

• Veteran Status
• Disability Status
A new page has been added to the OMNI application, which will also capture:

- Veteran Status
- Disability Status
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Former Faculty Process:

Recruitment

- Advertising Tips
- Eminent Scholar Search Procedures
- Faculty Application Questionnaire
- FSU Search and Screening Guide

Immigration Process
- Immigration Process for Hiring Faculty
- Immigration Employment Documents Required for Non-Resident Aliens
- For additional information, please see the website of the Center for Global Engagement.

Job Vacancies

Recruitment Tools for Academic Departments That Do Not Require Applicants to Apply in OMNI
- Faculty Applicant Flow Log
- Faculty Recruitment Checklist
- Faculty Applicant EEO Survey
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Former Faculty Process:

Equal Employment Opportunity Survey For Faculty Applicants

Applicants are considered for employment without regard to race, creed, color, sex, religion, national origin, age, disability, veterans’ status, marital status, sexual orientation, gender identity, gender expression, or any other legally protected group status.

In order to meet the University’s obligations as a federal contractor, we request that you complete the following information. This information will only be used for completing the University’s Affirmative Action Plan and will not be considered in making any employment decisions.

Completion of this information is voluntary and will not affect your employment opportunities with the University. The information is confidential and will be kept separate from your other applicant information. Please enter your equal employment opportunity information below.

**Applicant Information**

- **Name:**
- **Position:**
- **Number:**
- **Posting Date:**
- **Email:**

**Sex:**
- Male
- Female
- I decline to self-identify

**Are you Hispanic/Latino?**
- Yes
- No
- I decline to self-identify

Select all that apply:
- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or Pacific Islander
- White
- I decline to self-identify
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Former Process Issues:

Applicant responsible for completing position information

- Response rate was low
- Position data often incorrect
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New Process – Same starting point:
New Process – EEO Faculty Applicant Login:

OMNI Username and Password
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New Process – EEO Faculty Applicant Survey Manager:
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New Process – Create a Survey:

Faculty Applicant EEO Survey

Please enter the job details and email addresses of the applicants:

**Position Information**

- **Job Title:**
- **Department:**
- **Position Number:**
- **Deptartment Number:**
- **Posting Date:**
  
  MM / DD / YYYY
- **Job Code:**

**Job Location:**

- **Main Campus**

**Mailing List:**

Please enter the email addresses of the hiring authority or department representatives that will be distributing the survey.

[ ]

[ ]

[ ]

[ ]

[ ]

[ ]

[ ]

[ ]

Generate
Applicant EEO Data Solicitation

New Process – Create a Survey:

Faculty Applicant EEO Survey

Please enter the job details and email addresses of the applicants:

**Position Information**

- **Job Title:** Professor 9 Mo SAL
- **Position Number:** 0003847
- **Posting Date:** 11/01/2014
- **Department:** History
- **Department Number:** 0089000
- **Job Code:** 900195

**Job Location:**

- Main Campus

**Mailing List:**

Please enter the email addresses of the hiring authority or department representatives that will be distributing the survey.

- vrobinson@fsu.edu
- amwagner@admin.fsu.edu

[Generate]
Thank you for creating an Equal Employment Opportunity Faculty Survey for position number 0003847.

Please distribute the below email to your applicants.

Thank you for your interest in our Professor 9 Mo SAL position in the History Department. Applicants are considered for employment without regard to race, creed, color, sex, religion, national origin, age, disability, veterans' status, marital status, sexual orientation, gender identity, gender expression, or any other legally protected group status.

In order to meet the University’s obligations as a federal contractor, we request that you complete the EEO Survey for Faculty Applicants at:

hrapps.fsu.edu/eeo_form/survey

This information will only be used for completing the University's Affirmative Action Plan and will not be considered in making any employment decisions.

Completion of this information is voluntary and will not affect your employment opportunities with the University. The information is confidential and will be kept separate from your other applicant information.

Florida State University appreciates your assistance in ensuring equal employment opportunities for all of our applicants.
Equal Employment Opportunity Survey For Faculty Applicants

Position Information

Job Title: Professor 9 Mo SAL
Department: History
Position Number: 0003847
Dept. #: 80000
Posting Date: 11/1/2014

Applicants are considered for employment without regard to race, creed, color, sex, religion, national origin, age, disability, veterans' status, marital status, sexual orientation, gender identity, gender expression, or any other legally protected group status.

In order to meet the University's obligations as a federal contractor, we request that you complete the following information. This information will only be used for completing the University's Affirmative Action Plan and will not be considered in making any employment decisions.

Completion of this information is voluntary and will not affect your employment opportunities with the University. The information is confidential and will be kept separate from your other applicant information. Please enter your equal employment opportunity information below.

Applicant Information

First Name:  

Last Name:  


New Process Survey – Sex & Race/Ethnicity:

**Sex:**
- Male
- Female
- I decline to self-identify

**Race/Ethnicity:**
- Are you Hispanic/Latino?
  - Yes
  - No
  - I decline to self-identify

**Select all that apply:**
- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or Pacific Islander
- White
- I decline to self-identify
New Process Survey – Veteran Status:

- Yes, I am a protected veteran
- No, I am not a protected veteran, but am a veteran that does not fall into a protected category
- No, I am not a veteran
- I decline to self-identify
Applicant EEO Data Solicitation

New Process Survey – Disability Status:

<table>
<thead>
<tr>
<th>Disability Status:</th>
<th>Voluntary Self-Identification of Disability:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Why are you being asked to complete this form?</td>
</tr>
<tr>
<td></td>
<td>Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.</td>
</tr>
<tr>
<td></td>
<td>If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.</td>
</tr>
<tr>
<td></td>
<td>How do I know if I have a disability?</td>
</tr>
<tr>
<td></td>
<td>You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.</td>
</tr>
<tr>
<td>Disabilities include, but are not limited to:</td>
<td></td>
</tr>
<tr>
<td>Blindness</td>
<td>Autism</td>
</tr>
<tr>
<td>Post-traumatic stress disorder (PTSD)</td>
<td>Obsessive compulsive disorder</td>
</tr>
<tr>
<td>Major depression</td>
<td>Deafness</td>
</tr>
<tr>
<td>HIV/AIDS</td>
<td>Multiple sclerosis (MS)</td>
</tr>
<tr>
<td>Diabetes</td>
<td>Schizophrenia</td>
</tr>
<tr>
<td>Intellectual disability (previously called mental retardation)</td>
<td>Epilepsy</td>
</tr>
</tbody>
</table>

Please check one of the boxes below:

- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DO NOT HAVE A DISABILITY
- I DO NOT WISH TO ANSWER
Reasonable Accommodation Notice
Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

If you would like to request a reasonable accommodation please contact the Office of Equal Opportunity and Compliance at (850) 645-6519 or EOC@admin.fsu.edu.

Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor’s Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

Form CC-305
OMB Control Number 1250-0005
Expires 1/31/2017

By clicking the submit button below you certify that you understand Florida State University's purpose in obtaining the above information and further certify that your responses are voluntary.
New Process Survey – Resend Survey:

“Resend Survey” will allow you to go into the system and generate another link if you cannot locate the original system e-mail.
New Process Survey – Resend Survey:

<table>
<thead>
<tr>
<th>Survey ID</th>
<th>Date Sent</th>
<th>Position #</th>
<th>Job Title</th>
<th>Department</th>
<th>Department Number</th>
<th># of Recipients</th>
<th># of Respondents</th>
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<tr>
<td>43</td>
<td>07/17/2014</td>
<td>00056179</td>
<td>HR Specialist</td>
<td>HR</td>
<td>928399</td>
<td>13</td>
<td>1</td>
</tr>
<tr>
<td>73</td>
<td>11/18/2014</td>
<td>0003847</td>
<td>Professor 9 Mo SAL</td>
<td>History</td>
<td>89000</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>
Applicant EEO Data Solicitation

New Process Survey – Resend Survey:

![Survey Image]

**Faculty Applicant EEO Survey**

**Position Information**

- **Job Title:** Professor 9 Mo SAL
- **Department:** History
- **Position Number:** 0003847
- **Dept. #:** 89000
- **Posting Date:** 11 / 1 / 2014
- **Job Code:** 90019S
- **Posting Date:** MM / DD / YYYY
- **Job Location:** Main Campus

**Mailing List:**

Please enter the email addresses of the hiring authority or department representatives that will be distributing the survey. 

```plaintext
Email 1
Email 2
Email 3
```
Applicant EEO Data Solicitation

Tips

✓ Don’t wait until the end of the selection process to send Applicant EEO Surveys
- Select a timeframe to send (weekly, monthly)
- This allows EOC to provide timely feedback, if requested, on the diversity of the pool

✓ Every individual who submits a CV should be sent the Applicant EEO Survey, not just top candidates

✓ Every individual who submits a CV should be listed on the Faculty Applicant Flow Log, which should designate their final disposition code and the method by which the EEO Survey was transmitted
Questions or Feedback?
Survey Process Contact

Victoria Powell
Office of Equal Opportunity and Compliance
vapowell@fsu.edu
(850) 654-6519
Up Next

HR Forum: HR Urban Myths Debunked
January 22, 2015

HR Forum: Mass Appointments
February 19, 2015
Thank You!
# One-on-One Questions

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<td>Compensation and Classification</td>
<td>Shelley McLaughlin</td>
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<td>Diversity and Inclusion</td>
<td>Sandi Anderson</td>
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<td>Employee and Labor Relations</td>
<td>Michelle Douglas, Tracey Pearson</td>
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<td>Employee Data Management</td>
<td>Katie Filomio</td>
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<td>Employment</td>
<td>Shelley McLaughlin, Angie Standley</td>
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<td>Equal Opportunity and Compliance</td>
<td>Amber Wagner</td>
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<td>Facilities HR</td>
<td>Shiffany Rawls</td>
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<tr>
<td>Faculty Relations</td>
<td>Rebecca Peterson</td>
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<tr>
<td>Time and Labor</td>
<td>Lisa Rosenthal</td>
</tr>
<tr>
<td>Training and Organizational Development</td>
<td>Sandra Dixon</td>
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