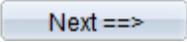
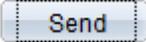


As CVs are received for your faculty posting, self-identification information must be solicited regularly from *all* faculty applicants. It is the responsibility of the hiring department to regularly enter candidate email addresses into FASIS for this function.



It is essential that this step be completed on a regular basis to ensure compliance with federal law.

Please ensure that someone in your department is tasked with sending Self-Identification emails for each faculty opening; access to send these emails may be provided to any employee upon request and does *not* require access to other FASIS Faculty or administrative functions.

Procedure	
1.	Log in to the FASIS Self Service Portal with your NetID and password, and select: MANAGER SELF SERVICE > MANAGER RECRUITING > FACULTY RECRUITING > SELF IDENTIFICATION EMAIL
2.	Enter the Job Opening ID or click  to search for a Job Opening.
3.	Obtain an applicant's email address from their CV and add it to the list. <i>Note:</i> Only one email address is allowed per line; click  to add a blank line for each applicant.
4.	Click  to preview the email. The email will be sent from a central mailbox and responses will be monitored by the Office of Equal Opportunity and Access.
5.	Click  . The request will be sent to any address that has not already received the email. <i>Note:</i> Candidates will only receive the email request once. If a candidate has been sent an email previously, he/she will not receive another copy. Upon sending the email, no other action needs to be taken by the department.

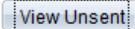
Rules & Tips

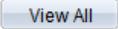
- Do *not* remove email address from the list; the system will know not to send a duplicate message to the same person.
- If you try to add an email address that already exists (e.g. a candidate that has applied twice), you will receive an error message.
- To ensure compliance, departments must process these emails on a regular basis (e.g. once per week).
- The email sent to each candidate asks for a response to basic demographic questions. It also includes the Posting Title and Department/School, which also serves as a generic confirmation that you have received the candidate's CV.
- Although departments must initiate this request, you are not responsible for any follow-up. The email will be sent from and monitored by the Office for Equal Opportunity and Access

Tracking Email Progress

The Self-Identification page contains three buttons at the top to assist you in tracking the status of sent emails:

Department:	345000	McC Industrial Engineering and Management Sciences
Position Number	00046636	Associate Professor (Posting)
Job Opening ID:	13690	Associate Professor (Posting)





- Choose **VIEW UNSENT** to see all candidate email addresses that have been entered, but have not yet been sent the email.
- Choose **VIEW SENT** to see all addresses that have already received the Self-Identification email.
- Choose **VIEW ALL** to see all addresses that have been entered, whether or not an email has been sent to them.