

Employee Questionnaire for Self-Identification of Race/Ethnicity

Anti-Discrimination Notice.

It is an unlawful employment practice for an employer to fail or refuse to hire or discharge any individual, or otherwise to discriminate against any individual with respect to that individual's terms and conditions of employment, because of such individual's race, color, religion, sex, or national origin.

The state as your employer is subject to certain nondiscrimination and affirmative action recordkeeping and reporting requirements which require the state to invite employees to voluntarily self-identify their race/ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable federal laws, executive orders, and regulations, including those which require the information to be summarized and reported to the Federal Government for civil rights enforcement purposes.

If you choose not to self-identify your race/ethnicity at this time, the federal government requires the state to determine this information by visual survey and/or other available information.

For civil rights monitoring and enforcement purposes only, all race/ethnicity information will be collected and reported in the five categories identified below. The definitions for each category have been established by the federal government. If you choose to voluntarily self-identify, you may mark only one of the boxes presented below.

Invitation to Self-Identify

What is your race/ethnicity? Please mark the **one box** that describes the race/ethnicity category with which you primarily identify:

- (A) Asian or Pacific Islander: Persons having origins in any of the peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.
- (B) African American (not of Hispanic origin): Person having origins in any of the black ethnic groups.
- (H) Hispanic: Persons having origins in any of the Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Cultures, regardless of ethnicity.
- (I) Native American or Alaskan Native: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- (W) Caucasian (not of Hispanic origin): Persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

Gender:

- Male
- Female

Name: _____

EIN(Your Employee Identification Number can be found on your paycheck stub) : _____

For agency HR use only:

AV (Asian or Pac. Islander – Visual assessment) BV (African American – Visual assessment) HV (Hispanic – Visual assessment) IV (Native Amer. or Alaskan Native – Visual assessment) WV (Caucasian – Visual assessment)