



Applicant Tracking System's Training Agency Search Firm Functionality for the Unit

Version Final, July 21, 2017

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AGENCY SEARCH FIRM OVERVIEW

Within PageUp there is an 'Agency' functionality for agencies, or search firms, with a special Agency Portal where they can access postings they are working on. This enables them to work in a confidential portal and upload applicant materials on behalf of the applicant in order to eliminate these manual steps for units to complete.

Sourcing a posting for *Agencies* gives access to the search firm contact to access the portal and input applicant information on behalf of the applicant.

Search firm access will primarily be utilized for:

- Faculty & Academic Staff or Executive Management positions
- High level or hard to fill Support Staff positions

This portal gives access to the search firm contact including the capability to:

- Update their password
- View a summary of the Job Posting
- Submit and maintain applicants for which they are assigned, including:
 - Submit applications
 - Add a note on an applicant record
 - Submit a recommendation for the applicant from the following choices:
 - Recommend
 - Slightly Recommend
 - Do not Recommend
 - Control an applicant's portal so they can act on their behalf
- Monitor the posting and applicants during the process

Search firms are responsible for submitting applications for all qualified applicants into the Agency Portal. If the search firm deems an individual unqualified for the position, the search firm does not need to enter their application into the Agency Portal. The search firm will be asked to respond to [Profile questions](#) and Application Form questions on behalf of the applicant when submitting an application. Refer to the [Appendix](#) to see a sample of the Application Form questions.

It is the responsibility of the department to monitor the applicant list for any applications submitted via the Careers @ MSU website. The department must then direct these applicants to apply through the search firm. If the search firm deems the applicant to be qualified, they will submit an application on their behalf through the Agency Portal.

HOW TO REQUEST SEARCH FIRM ACCESS

1. Units will request search firms to be added to a posting via the Position Request Form in EBS. It is the responsibility of the department to reach out to Matt Gosselin in Purchasing to ensure the search firm has been approved to work with MSU.
 - a) Select *Yes* or *No* to the following question on the form, “Is this search being handled by an outside search firm?”
 - b) If *Yes*, indicate the search firm’s name.

Staffing Coordinator

*Pernr	Name	Admin Phone	*Role	Email
00040000	Kedzie Nisbet	+15175555555	Primary	test@msu.edu
00180000	Wilson Wonders		Backup 1	test@msu.edu
00240002	Owen Oyer		Backup 2	

* Is this search being handled by an outside search firm?:

* Search firm name:

- c) If requesting a new contact for the search firm, add the contact’s information in the Attachments section of the form so the HR Analyst knows to add a new contact when approving and creating the posting. Include the following information:
 - i. First and last name
 - ii. Email address
 - iii. Phone number, if available

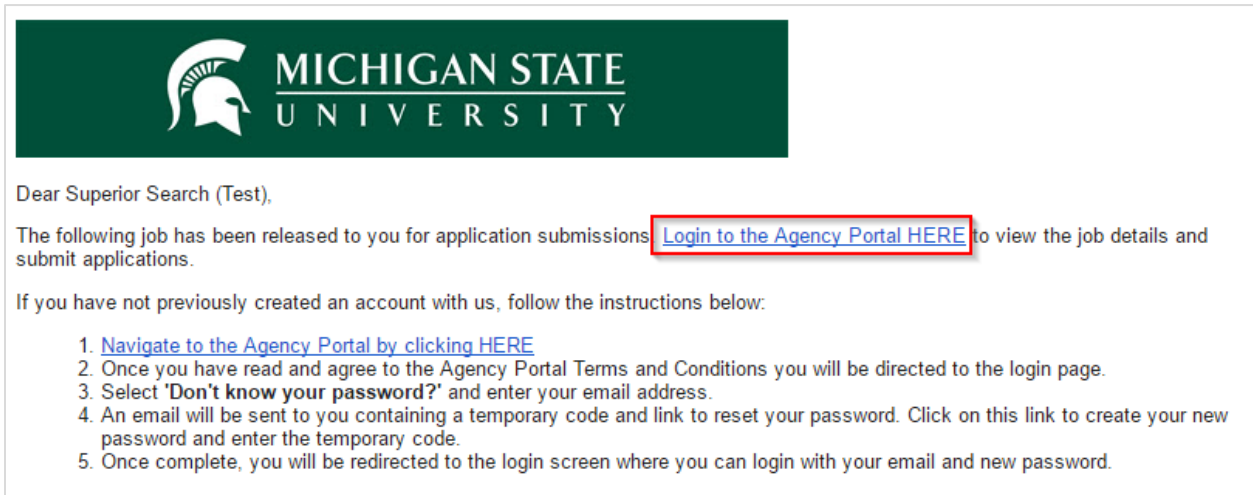
SOURCING AND COMMUNICATIONS

Sourcing a posting and notification of posting to search firm contact

Sourcing a posting for *Agencies* gives the search firm contact access to the portal to input applicant information.

Search firm contacts will receive an email alerting them that the firm has been assigned to a posting. The email will contain verbiage that the “Job has been released” to them for use.

Within the email there is a link “Login to the Agency Portal HERE” and instructions on how to reset their password.

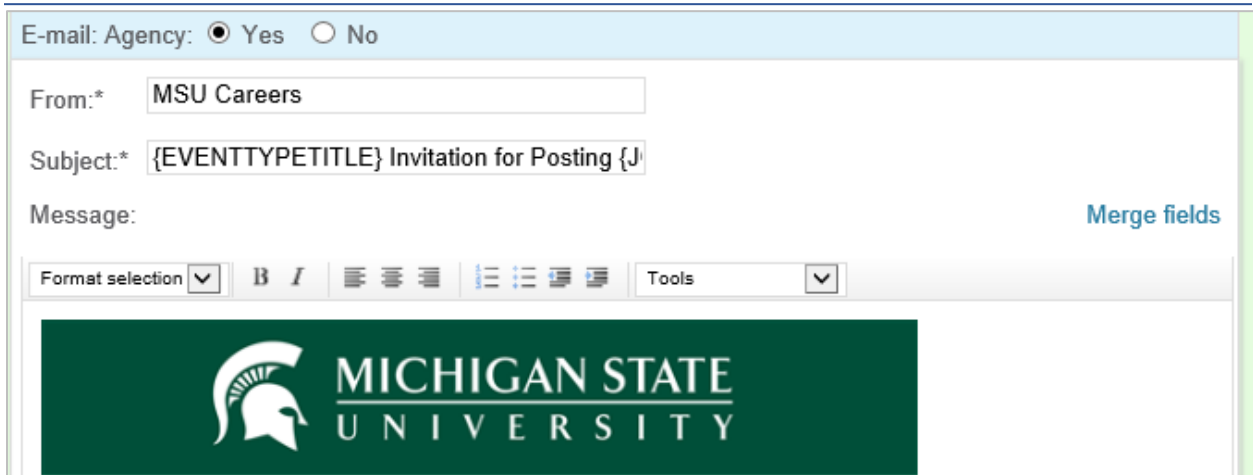


Communicating with search firms via the system

1. Units will be prompted with email templates to the agency (search firm contact) when statuses are updated that have preset emails setup.
 - a) When changing the status, you will see the **E-mail: Agency** field.

E-mail: Agency: Yes No

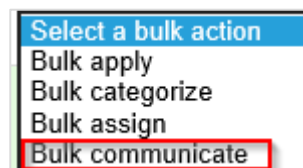
- b) If not already selected, select Yes.
 - i. The screen will refresh with an email template.



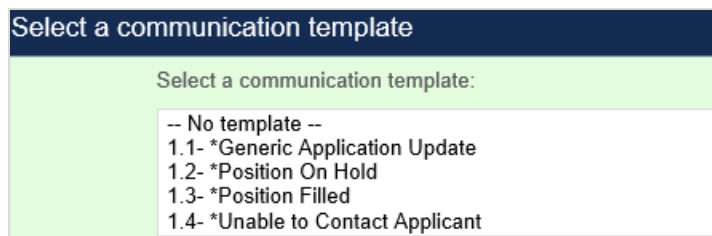
- c) Units can modify the templates if desired or send as is before finalizing the status change.
 - i. Units can choose to turn off the emails; however, if they are set up, a best practice in the process would be to communicate changes with the search firm.
- 2. Units can communicate with search firm contacts through the system in two ways:
 - a) Using a bulk action.
 - i. Select the colored checkboxes next to applicants for which communication to the agency needs to take place.



- ii. Select **Bulk communicate** from the bulk action drop-down menu.

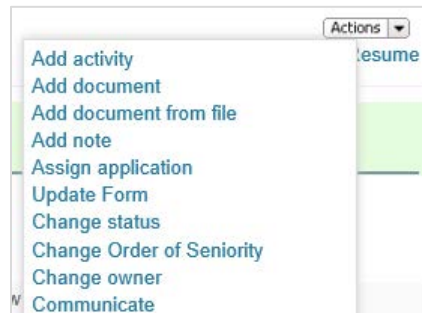


- iii. The *Select a communication template* screen will display. Select the appropriate template to modify, OR select **-No Template-** to create a new communication.



- iv. The *Communicate* screen will display. Enter the Subject and either create the email or modify the text that appears if a template was selected.

- v. Click the **Send** button.
- b) From the Applicant Card:
 - i. Under the Applications section, click the arrow next to the *Actions* drop-down menu and click the *Communicate* link.



- ii. The *Select a communication template* screen will display. Select the appropriate template to modify, OR select **-No Template-** to create a new communication.

- iii. The *Communicate* screen will display. Enter the Subject and either create the email or modify the text that appears if a template was selected.

Communicate

You have requested to communicate with Shannon Kemp.
You can communicate using the methods below:

E-mail: Agency: Yes No

From:* MSU Careers

Subject:*

Message:

Format selection **B** *I* Tools

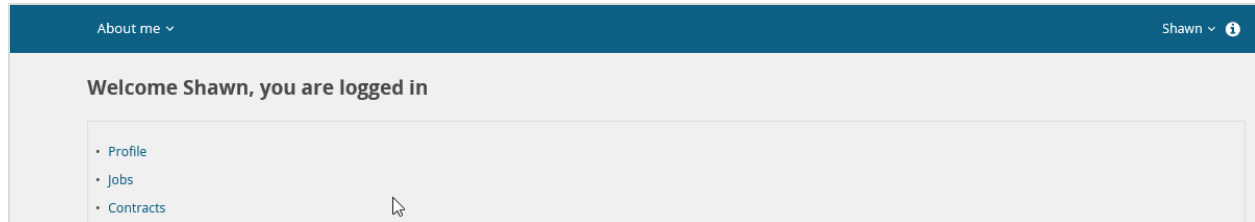
Dear Shannon,

iv. Click the **Send** button.

SEARCH FIRM NAVIGATION AND FUNCTIONS

Navigation overview

Search firm contacts will have a separate portal that gives them secure access to complete their tasks. Their dashboard looks different from other roles; however, it is intuitive and easy to manage. When logging in, search firm contacts will see the following screen:

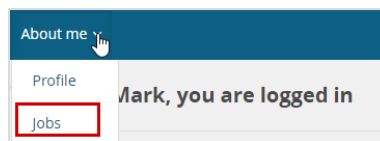


The functions a contact can take are accessed through:

- Profile: View and edit password information
- Jobs:
 - Access an overview of the job posting
 - Submit applications on behalf of applicants
 - Access applicants they have uploaded and update as needed
 - Add notes to an applicant
 - Control an applicant's portal so they can act on behalf of the applicant
- Contracts: This functionality will not be utilized initially in the system.

Accessing jobs and uploading applicant materials

1. Search firm contacts access Jobs by:
 - a) From the *About me* Menu, click **Jobs**.



- b) The *View jobs* screen will display all active jobs that have been sourced to the agency.

Note: Applications cannot be submitted until the Job opened date listed.

View jobs

Job status: Order:

[Assistant Professor Health Programs \(SK\) \(492330\)](#)

Job opened on 27 Jan 2017 Eastern Standard Time
 Job closes on 31 Mar 2017 Eastern Standard Time
[Submit a new application](#)

2. From here the contact can:
 - a) Click on the job title to view a summary of the job posting

Assistant Professor Health Programs (SK)

Job number	492330
Title	Assistant Professor Health Programs (SK)
Work type	Faculty/Academic Staff
Location	Ingham
Summary	Michigan State University College of Nursing seeks applications for the position of Assistant Professor as a Mental Health Nurse Practitioner (MHNP) in the Health Programs Faculty Appointment System. The MHNP position in the College of Nursing holds responsibilities for maintaining a clinical practice with participation in the MSU Faculty Group Practice
Closing date	31 Mar 2017 Eastern Standard Time
Position Summary:	Michigan State University College of Nursing seeks applications for the position of Assistant Professor as a Mental Health Nurse Practitioner (MHNP) in the Health Programs Faculty Appointment System. The MHNP position in the College of Nursing holds responsibilities for maintaining a clinical practice with participation in the MSU Faculty Group Practice (HealthTeam); undergraduate and graduate level instruction and clinical supervision at on-campus and off-campus sites; scholarship related to practice and teaching; active involvement in the College of Nursing, MSU HealthTeam, University committees, and community service.
Faculty: Minimum Qualifications	A DNP or PhD in Nursing or related field with a Master's in Nursing; APRN national certification as MHNP; Unrestricted RN licensure and MHNP specialty certification in Michigan (or eligible); Comprehensive knowledge and experience in specialty area; Minimum of two years of clinical practice experience as a MHNP; Baccalaureate of higher faculty experience.
Support Staff: Minimum Requirements	
Typing Requirements (wpm):	
Desired Qualifications:	Prior teaching experience at the undergraduate and/or graduate level is highly desirable.

- b) Access applicants they have submitted

Shannon Kemp Application Incomplete [Complete application](#) [Notes](#) [Control](#) [Additional application](#) [Upload document](#)

- c) Upload an applicant's application and documents by selecting the **Submit a new application link**.

[Assistant Professor Health Programs \(SK\) \(492330\)](#)

Job opened on 27 Jan 2017 Eastern Standard Time
 Job closes on 31 Mar 2017 Eastern Standard Time
[Submit a new application](#)

How will Search Firms complete applications?

Search firm contacts can use the following steps to complete an application on behalf of an applicant:

1. Click the **Submit a new application link**.

Assistant Professor Health Programs (SK) (492330)

Job opened on 27 Jan 2017 Eastern Standard Time

Job closes on 31 Mar 2017 Eastern Standard Time

[Submit a new application](#)

2. The *Submit a new application* screen will display. Complete the Profile Questions by filling out the Agency details and Applicant details sections. (Required fields will be marked with an asterisk. [Click here for a list of required fields.](#))

Agency details

Agency contact e-mail:*

Applicant details

Title:

First name:*

Last name:*

Preferred name:

Home address:

City/Suburb/Town:*

Country:*

State / District:*

Postcode:*

Save and continue

3. Click the **Save and continue** button.
4. Complete the Agency Recommendation (required field) by selecting an option from the drop-down menu.

Agency Recommendation

Agency recommendation of applicant:*

- Select
- Recommend
- Slightly Recommend
- Do Not Recommend

5. Complete the *Personal Details* page. (Required fields will be marked with an asterisk. [Click here for a list of required fields.](#))

Personal Details

Are you 18 years or older*

Yes
 No

Are you legally able to work in the United States?*

Yes
 No

Will you now or in the future require sponsorship for employment visa status by MSU (e.g., H-1B visa status)*

Yes
 No

Have you previously worked at MSU?*

Yes
 No

Do you have any relatives who work at MSU?*

Yes
 No

Name of relative(s) required, and department(s) if known*

6. Click the **Save and continue** button.
7. The next screen to display is where the search firm contacts can upload applicant documents.

REQUIRED DOCUMENTS ARE LISTED IN THE JOB POSTING

The job posting should be open in another tab or window. If it is not, visit [MSU Careers Website HERE](#) (a new tab or window will open).

Resume (CV)

Cover Letter

I would like to add more documents.

Additional Document #1

8. The screen will display the option to either submit the application or save for later. Click the **Submit application** button.

To complete your application, press the 'Submit application' button. By submitting this application, you are confirming that all information contained in this application is correct.

You can view a summary of your application in your Applicant Portal. To navigate to your Applicant Portal, select 'Back to home' on the following page, or login through the MSU Careers Website.

9. A confirmation screen will display a notification that the application has successfully been submitted.

Job details

Your applicant has been submitted. You may either submit another applicant or logout.

Required fields on Faculty & Academic Staff applications

The search firm contact must complete all required fields on the application in order to submit it.

- First Name
- Last Name
- City/Suburb/Town
- County

- State/District
- Postcode
- Are you 18 years or older?
- Are you legally able to work in the United States?
- Will you now or in the future require sponsorship for employment visa status by MSU (e.g., H-1B visa status)?
 - If yes, what is your country of citizenship? (Certain laws (e.g., Export Administration Regulations and International Traffic in Arms Regulations) limit or prohibit the employment activities to foreign nationals. Information provided in response to this question will be used only for compliance with federal export control regulations.)
- Have you previously worked for MSU?
- Do you have any relatives who work at MSU?
 - Name of relative(s) required, and department(s) if known

Required fields on Support Staff applications

The search firm contact must complete all required fields on the application in order to submit it.


- First Name
- Last Name
- City/Suburb/Town
- County
- State/District
- Postcode
- Are you 18 years or older?
- Are you legally authorized to work in the United States?
- Will you now or in the future require sponsorship for employment visa status by MSU (e.g., H-1B visa status)?
 - If yes, what is your country of citizenship? (Certain laws (e.g., Export Administration Regulations and International Traffic in Arms Regulations) limit or prohibit the employment activities to foreign nationals. Information provided in response to this question will be used only for compliance with federal export control regulations.)
- What type of employment are you willing to accept? (Full-time, Part-time, Temporary)
- Have you previously worked for MSU?
- Do you have any relatives who work at MSU?
 - Name of relative(s) required, and department(s) if known
- Highest level of education
- Does your education meet the minimum requirements of the posting?
- Does your work experience meet the minimum requirements of the job posting?
- How many years of experience do you have related to the posting/minimum requirements?



ACCESSING APPLICANTS THE SEARCH FIRM HAS SUBMITTED

Where will Faculty & Academic Staff applicants submitted appear?

Units will be able to review applicants in the applicant list after search firms have uploaded them. These applicants will appear in the “Search Committee Review” status similar to applicants who apply through the Careers @ MSU portals.




  9 Feb 2017	 Sheila	Chilers	Search Committee Review
  14 Feb 2017	 Dakota	Kemp	Search Committee Review


Applicants that have been submitted by a search firm will have a blue smiley face  listed in the *Ref.* column on the right side of the page.



First name	Last name ▼	Status	Email	Sub Source	Ref.
 Craig	McKeown	Search Committee Review	mckecc22@gmail.com	SearFirm	

Where will Support Staff applicants submitted appear?

Units will be able to review applicants in the applicant list after the HR Analyst has screened them. These applicants will appear in one of the “Meets Basic Qualifications” statuses similar to applicants who apply through the Careers @ MSU portals.

  9 Feb 2017	 Sheila	Chilers	Search Committee Review
  14 Feb 2017	 Dakota	Kemp	Search Committee Review

Applicants that have been submitted by a search firm will have a blue smiley face  listed in the *Ref.* column on the right side of the page.

First name	Last name ▼	Status	Email	Sub Source	Ref.
 Craig	McKeown	Search Committee Review	mckecc22@gmail.com	SearFirm	

Who dispositions applicants in the ATS?

The department is responsible for dispositioning applicants into the appropriate application statuses. However, the search firm is required to provide a recommendation to the department when submitting the application on behalf of the applicant. This question appears on the ‘Agency Recommendation’ page of the application form.

APPENDIX

Agency Application Form for Support Staff Positions

Print application form

Application form - SS Recruitment Agency/Search Firm

Note: All applications must be submitted online. This application form is intended for research purposes only.

Are you 18 years of age or older?* Yes No

Are you legally authorized to work in the United States?* Yes No

Will you now or in the future require sponsorship for employment visa status by MSU (e.g., H-1B visa status)* Yes No

Only answer this question if you answered "Yes" to Will you now or in the future require sponsorship for employment visa status by MSU (e.g., H-1B visa status) above: If yes, what is your country of citizenship? (Certain laws (e.g., Export Administration Regulations and International Traffic in Arms Regulations) limit or prohibit the employment activities to foreign nationals. Information provided in response to this question will be used only for compliance with federal export control regulations.)

What type of employment are you willing to accept? (Check all that apply)* Full time Part-time Temporary

Have you previously worked at MSU?* Yes No

Do you have any relatives who work at MSU?* Yes No

Only answer this question if you answered "Yes" to Do you have any relatives who work at MSU? above: Name(s) of relatives required, and department(s) if known*

Please fill in all mandatory fields marked with an asterisk (*).

Agency recommendation of applicant* Recommend Slightly Recommend Do Not Recommend

Please fill in all mandatory fields marked with an asterisk (*).

REFER TO THE JOB POSTING TO DETERMINE IF REFERENCES ARE REQUIRED AT THE TIME OF APPLICATION SUBMISSION.

Please fill in all mandatory fields marked with an asterisk (*).

REQUIRED DOCUMENTS ARE LISTED IN THE JOB POSTING

Resume (CV)

(File upload facility available online)

Cover Letter

(File upload facility available online)

I would like to add more documents.

**Only answer this question if you answered "I would like to add more documents." to
 above:**

Additional Document #1

(File upload facility available online)

**Only answer this question if you answered "I would like to add more documents." to
 above:**

Additional Document #2

(File upload facility available online)

**Only answer this question if you answered "I would like to add more documents." to
 above:**

Additional Document #3

(File upload facility available online)

**Only answer this question if you answered "I would like to add more documents." to
 above:**

Additional Document #4

(File upload facility available online)

Please be advised that documents submitted after the posting closes will not be reviewed.

Please fill in all mandatory fields marked with an asterisk (*).

Highest Level of Education

What is your highest level of education?*

<input type="checkbox"/> High School Diploma or GED	<input type="checkbox"/> Some college
<input type="checkbox"/> Associate's	<input type="checkbox"/> Bachelor's
<input type="checkbox"/> Master's	<input type="checkbox"/> Ph.D.
<input type="checkbox"/> J.D.	<input type="checkbox"/> MD/DO
<input type="checkbox"/> Other	

Only answer this question if you answered "Some college", "Other" to *What is your highest level of education?* above:
 Please further describe

Area of Study

I would like to add more education history

Education 2

**Only answer this question if you answered "I would like to add more education history" to
 above:**

Degree Type

<input type="checkbox"/> High School Diploma or GED	<input type="checkbox"/> Some college
<input type="checkbox"/> Associate's	<input type="checkbox"/> Bachelor's
<input type="checkbox"/> Master's	<input type="checkbox"/> Ph.D.
<input type="checkbox"/> J.D.	<input type="checkbox"/> MD/DO
<input type="checkbox"/> Other	

**Only answer this question if you answered "I would like to add more education history" to
 above:**
 Area of Study

**Only answer this question if you answered "I would like to add more education history" to
 above:**
 If you selected 'Some college' or 'Other', please further describe

Education 3

**Only answer this question if you answered "I would like to add more education history" to
 above:**

Degree Type

<input type="checkbox"/> High School Diploma or GED	<input type="checkbox"/> Some college
<input type="checkbox"/> Associate's	<input type="checkbox"/> Bachelor's

<input type="checkbox"/> Master's <input type="checkbox"/> J.D. <input type="checkbox"/> Other	<input type="checkbox"/> Ph.D. <input type="checkbox"/> MD/DO
<p>Only answer this question if you answered "I would like to add more education history" to
 above:</p> <p>Area of Study</p>	
<p>Only answer this question if you answered "I would like to add more education history" to
 above:</p> <p>If you selected 'Some college' or 'Other', please further describe</p>	

Education 4

<p>Only answer this question if you answered "I would like to add more education history" to
 above:</p>	
<input type="checkbox"/> High School Diploma or GED <input type="checkbox"/> Associate's <input type="checkbox"/> Master's <input type="checkbox"/> J.D. <input type="checkbox"/> Other	<input type="checkbox"/> Some college <input type="checkbox"/> Bachelor's <input type="checkbox"/> Ph.D. <input type="checkbox"/> MD/DO
<p>Area of Study</p>	
<p>Only answer this question if you answered "I would like to add more education history" to
 above:</p> <p>If you selected 'Some college' or 'Other', please further describe</p>	

Please fill in all mandatory fields marked with an asterisk (*).

Most Recent Employment

Job Title

Employer Name

City/State

Begin Date

End Date (leave blank if still employed)

Work Performed

Employment 2

Job Title

Employer Name

City/State

Begin Date

End Date (leave blank if still employed)

Work Performed

I would like to add more work experience

Employment 3

Only answer this question if you answered "I would like to add more work experience" to
 above: Job Title
Only answer this question if you answered "I would like to add more work experience" to
 above: Employer Name
Only answer this question if you answered "I would like to add more work experience" to
 above: City/State
Only answer this question if you answered "I would like to add more work experience" to
 above: Begin Date
Only answer this question if you answered "I would like to add more work experience" to
 above: End Date (leave blank if still employed)
Only answer this question if you answered "I would like to add more work experience" to
 above: Work Performed

Employment 4

Only answer this question if you answered "I would like to add more work experience" to
 above: Job Title
Only answer this question if you answered "I would like to add more work experience" to
 above: Employer Name
Only answer this question if you answered "I would like to add more work experience" to
 above: City/State
Only answer this question if you answered "I would like to add more work experience" to
 above: Begin Date
Only answer this question if you answered "I would like to add more work experience" to
 above: End Date (leave blank if still employed)
Only answer this question if you answered "I would like to add more work experience" to
 above: Work Performed

Please fill in all mandatory fields marked with an asterisk (*).

MINIMUM REQUIREMENTS ARE LISTED IN THE JOB POSTING

Education & Experience

Does your education meet the minimum requirements of this posting?* Yes No

Does your work experience meet the minimum requirements of the job posting?* Yes No

Please further describe your additional experience in relation to the job posting, not included in your application or resume:

How many years of experience do you have related to the posting/minimum requirements?*

<input type="checkbox"/> Less than 6 months	<input type="checkbox"/> 6 months up to 1 year
<input type="checkbox"/> 1 to 3 years	<input type="checkbox"/> 3 to 5 years

- 5 to 8 years
- More than 8 years

Certifications

List any certifications you possess that are relevant to this posting

(e.g. Michigan Commercial Pesticide Applicator Certification)

Licenses

List any licenses you possess that are relevant to this posting (include license number and state in which license is held)

(e.g. Registered Nurse)

Please fill in all mandatory fields marked with an asterisk (*).

Why are you being asked to provide your race/ethnicity and gender?

Because at MSU, we are committed to reaching out to, hiring, and providing equal opportunity to minorities and women. To help us measure how well we are doing, applicants are invited to report their demographic information. In extending this invitation you are also advised that: (a) you are under no obligation to respond; (b) responses will remain confidential; and (c) responses will be used only for the necessary information to include in our Affirmative Action Program. MSU is a university whose core value is inclusion - we value and respect diversity.

- What is your gender?**
- Male
 - Female
 - Do not wish to disclose

- Are you Hispanic or Latino?** [Click for Ethnicity and Race Category Definitions](#)
- Yes
 - No
 - Do not wish to disclose

Only answer this question if you answered "No", "Do not wish to disclose" to **Are you Hispanic or Latino? [Click for Ethnicity and Race Category Definitions](https://www.hr.msu.edu/ethnicity-race-category-definitions.html) above:**

What is your race? (SELECT ONE OR MORE) [Click for Ethnicity and Race Category Definitions.](#)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Do not wish to disclose

How do I know if I am a Protected Veteran?

Michigan State University is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment:

- (1) disabled veterans;
- (2) recently separated veterans;
- (3) active duty wartime or campaign badge veterans; and
- (4) Armed Forces service medal veterans.

Classification definitions:

- A "disabled veteran" is one of the following:
 - a veteran of the U.S. military, ground, naval or air service 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 Secretary of Veterans Affairs; or
 - a person who was discharged or released from active duty because of a service-connected disability.
- A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Why are you being asked to complete this form?

At Michigan State University, we are committed to recruiting, hiring and retaining qualified veterans. Completing this form is voluntary, but we hope that you will choose to fill it out so we can measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA. Your information is confidential and any answer you provide will not be used against you in any way.

NOTICE TO ALL VETERANS

MSU welcomes all veterans, not just protected veterans, and encourages all qualified veterans to apply for employment at MSU. MSU is committed to offering equal opportunity to its employees and applicants for employment, without regard to veteran status. Note that veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), at 1-866-4-USA-DOL.

Please check one of the boxes below.

- Yes, I am a protected veteran
- No, I am not a protected veteran
- I do not wish to answer

Voluntary Self-Identification of Disability

Form CC-305
OMB Control Number 1250-0005
Expires 1/31/2020

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.¹ 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.

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.

How do I know if I have a disability?

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.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

Please check one of the boxes below:

- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DON'T HAVE A DISABILITY
- I DON'T WISH TO ANSWER

Your Name

Today's Date

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.

¹ 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.

Certification Statement

Drug Testing: The agency certifies that it has informed the applicant that certain positions may require a drug test.

Verification of Information: The applicant has certified to the agency that the information, provided on this application and all supporting materials is complete, accurate and truthful. The applicant has been informed by the agency that any omissions, misrepresentations or false information included with these materials or provided in the interview process can lead to the withdrawal of an offer of employment or termination of employment.

The applicant has been informed by the agency that Michigan State University may investigate the information submitted the applicant has certified to the agency that he/she authorizes any person, company, school or organization to supply information about the applicant concerning employment, academic records, criminal convictions, or other information to Michigan State University. The applicant has been informed by the agency that this may include information about work performance, character, general reputation, and personal characteristics.

Criminal Record Search: The applicant has been informed by the agency that Michigan State University conducts a criminal record history search on applicants considered for employment. The applicant has read the application form and understands that information obtained as a result of this search may be used in evaluating the applicant's suitability for an offer of employment or continuation of employment with Michigan State University.

Terms of Employment: The applicant has been informed by the agency that any employment that the applicant may obtain with the University does not entail a promise for continuous employment. The applicant has been informed by the agency that no one is authorized by the University to make oral promises regarding the length of the applicant's employment at the University; and that any employment that the applicant may obtain at the University may be terminated at any time, except as may be provided in writing and authorized by the University Board of Trustees or a University Executive Officer.

In addition, the applicant agrees to serve a probationary period during which the applicant may be terminated at any time and for any reason, with or without cause, and with or without notice.

**By checking the box below, I
certify these statements.***

Agree

Preparer's Name
(if applicable)

Please fill in all mandatory fields marked with an asterisk (*).