MEMORANDUM

TO: Faculty and Staff

FROM: Liz Grimes, Associate Vice Chancellor for Human Resources

DATE: October 16, 2020

SUBJECT: Invitation to Participate - Voluntary Veteran Classification and Self-Identification Survey and Voluntary Self-Identification of Disability Survey

[Please print and post this for individuals in your unit who do not have regular access to Email.]

As part of UNCW’s Equal Employment Opportunity/Affirmative Action Plan, all employees are invited to self-identify their protected veteran and/or disability status. Information collected from current employees will serve as a baseline to assess UNCW’s outreach and recruitment efforts to employ protected veterans and individuals with disabilities. The information provided when completing the survey is considered confidential and is used by Human Resources for evaluation and reporting purposes only. All employees will be reminded of the opportunity to provide disability and protected veteran status information annually and will be resurveyed every five years.

How to Self-Identify
Please use the instructions that follow to access the individual surveys. (Information submitted will be kept confidential and will be used for federal reporting and recordkeeping purposes only.)

Voluntary Veteran Classification and Self-Identification Survey Instructions
1. Login to mySeaport.
2. Click on “SeaNet” from the LAUNCHPAD.
3. Click on the “Employee” tab.
4. Click on the “Veteran Classifications Survey” link.
5. Complete the survey.

Voluntary Self-Identification of Disability Survey
1. Login to mySeaport.
2. Click on “SeaNet” from the LAUNCHPAD.
3. Click on the “Employee” tab.
4. Click on the “Disability Status” link.
5. Complete the survey.

Thank you in advance for your participation.