

The Faculty Applicant Self-Identification Website 2010-2011

The Faculty Applicant Self-Identification Website will enable you to collect gender and ethnicity data from applicants for faculty positions. Here are the instructions for using this site.

1. GO TO THE WEB ADDRESS.

https://www.stanford.edu/group/facselfid/cgi-bin/applicants_2010/dept_syst_2010

2. CREATE THE SEARCH.

From the home page select the link **Create Search** and fill out the form on the screen. The search name you create must include your department name and the academic year.

3. ADD APPLICANT NAMES/EMAILS TO THE SYSTEM.

You have 2 options:

--Select the link **Add Applicants** (to add names individually)

OR

--**Upload Applicants** (to add a group of names from an Excel spreadsheet).

If you use the second option, the Excel spreadsheet needs to be saved as a **.txt** (text) document.

Please review the email addresses for extra spaces or extra characters – these little inaccuracies will interfere with the applicant receiving the email.

4. ASK APPLICANTS TO SELF-IDENTIFY.

From the home page select the link **Send Emails to Applicants**. (Even if you have already uploaded applicant names and emails, you still need to go to this screen and select the **Send Emails to Applicants** link, or nothing will be sent to your candidates.)

After a period of time (from a week to two months – depending on the length of your search and the responses seen in **Maintain Search Status** and **Display Search Details**), return to **Send Emails to Applicants** and send a second email.

Each time you select **Send Emails to Applicants** the request to self-identify will go to all applicants who have NOT responded, until two emails have been sent to each applicant. (There is a two-email limit for each name so each applicant will receive your email a maximum of two times no matter how many times you send emails.)

5. VIEW THE DATA YOU HAVE COLLECTED.

As the applicants respond, your grid will be populated, and at any time you may see the statistics on your searches by going to **Maintain Search Status**.

On the **Maintain Search Status** screen, you will also see that your open searches contain a list of all "2 or more race" combinations, which can be copied and pasted into an Excel spreadsheet.

You can print out this "Interim" grid/report at any time by selecting "*Print PDF*" at the bottom of the page.

6. CLOSE YOUR SEARCH.

When your search is done go to **Maintain Search Status** and select "close" from the status column to complete your data collection.

Next go to **Display Search Details**. Select the search you are working on (you will see a list of all the searches you have created since Sept. 21, 2010).

Select "Print PDF" at the bottom of the page. The printed grid is now ready to be included in the candidate's long form. (Once you have closed your search, you will see that your "Interim" grid has become a "Final" grid).

You're done!