

INVITATION TO COVERED VETERANS TO SELF IDENTIFY

Rutgers, The State University of New Jersey is committed to taking affirmative action to employ and advance in employment qualified covered veterans. If you are a veteran and would like to be considered under this Affirmative Action Plan, please advise Lisa Grosskreutz. You may inform us of your desire to benefit under the program after a conditional offer of employment is made and/or at any time thereafter. This information is voluntary and refusal to provide it will not adversely affect whether an applicant is hired or subject an employee to discharge or disciplinary treatment. Information obtained concerning individuals will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans and necessary job accommodations; (ii) first-aid personnel will be informed, to the extent appropriate, of conditions that might require emergency treatment; and, (iii) representatives of federal and state agencies may review such records, as required.

In order to assure proper placement of all employees, we request that you answer the following questions: If you have a disability which might affect your performance or create a hazard to yourself or others in connection with the job for which you are applying, please state the following: (1) the skills and procedures you use or intend to use to perform the job notwithstanding the disability, and (2) accommodations which we could make to enable you to perform the job properly and safely, including the provision of special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job or other accommodations.

Employees and applicants may request to see copies of the affirmative action plan during regular business hours from Lisa Grosskreutz.