























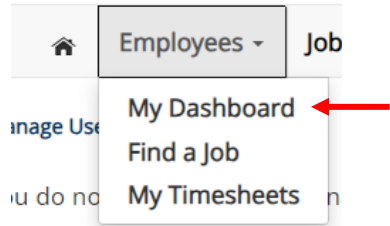
Dynamic Forms Completion – Voluntary Demographic Form (For Students)

Log in to my.utrgv.edu and click on the **JobX icon** or follow the link: <https://utrgv.studentemployment.ngwebsolutions.com/>

Applications 

 ASSIST	 Office 365	 Blackboard
 V Link	 Engagement Zone	 iTravel+
 FPT	 PeopleSoft	 vSoftware
 HR Portal	 E-Learn	 Handshake
 Library	 V OneCard	 Gartner
 Housing	 Course Evals	 EAB Navigate
 Orientation	 mySAS	 JobX

Once logged in > click on **Employees** > click on **My Dashboard**



Under **Employment Eligibility Forms & Details** > look out for any hiring forms that show a status of **Not completed** > click on the link.

User Dashboard

Employee Information Applications Job Mail

Stop, please complete the following steps before your first day of work.

1. You may need to complete one or more hiring forms or accept your hire before you can begin working.
2. Please review the Employment Eligibility Forms & Details and/or Hire sections below to determine if you need to complete any remaining forms before you can be hired.
3. If you have outstanding forms, the form links will be highlighted in pink below.
4. Please click the blue link next to the first form status that is 'Not Completed' to complete the form.
5. Please look in the Hire Pending section for the blue [Accept/Decline](#) button to accept or decline your position.

Employment Eligibility Forms & Details

Criteria	Status	Link?
I-9 Status	Completed	
Personal Student Form	Not completed	
Personal Non Student Form	Completed / NA	
Sponsorship Eligibility Form	Completed / NA	
International Form	Completed / NA	
Voluntary Demographic Form (Non Student)	Completed / NA	
Voluntary Demographic Form (Student)	Not completed	Voluntary Demographic Student Form
CBC Status	Completed	
Credit Hours	7.00	
Awarded	No	
Preferred Name		

Display: Employee Information

Once you click on the link, you will reach the first page of the form. **Please read and fill out the questions** on the following pages to complete the required form > once done, click **Next**.



First Name: ←

Last Name: ←

Employee Email: ←

Voluntary Demographic Information

The University of Texas Rio Grande Valley (UTRGV) is an Equal Opportunity/Affirmative Action Employer. As such, UTRGV is required to compile certain demographic statistics from our applicants which is used to monitor the University's Affirmative Action and Equal Opportunity programs as required by EEOC, Office of Civil Rights, U.S. Department of Education, U.S. Department of Labor, and the Office of Federal Contract Compliance Programs. Completion of this form is **voluntary**. Submitted data will be kept confidential, will not be a part of your application, and will not be used in any way in determining your employment. ←

UTRGV does not discriminate on the basis of race, color, religion, national origin, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression in any of its programs, services and/or activities. Our University promotes equal opportunity for women, minorities, veterans, and persons with disabilities through its affirmative action program.

Gender: ↓

Ethnicity: ↓ ←

Have you ever been employed by UTRGV or another UT System Institution?: ↓

Personal Email (Not UTRGV):

←

Veteran Status

You may be entitled to veteran's employment preference as established in the Veteran's Employment Preference Act (Senate Bill 646/Chapter 657, Texas Government Code) if:

- As a veteran you were honorably discharged and you (a) served in the armed forces for 90 consecutive days during a national emergency (from 1933 to present), or (b) served less than 90 consecutive days and were discharged due to a service-connected disability.
- *You are an individual classified as a surviving spouse of a veteran and who has not remarried; OR
- *You are an orphan of a veteran.

A veteran is defined as an individual who served in the Army, Navy, Air Force, Marine Corps, or Coast Guard of the United States or in an auxiliary service of one of those branches.

CHOOSE ONE OF THE FOLLOWING:

Are you one of the following?



Previous

Next



You will then reach the **confirmation page**. It will ask you to confirm that you have completed all steps for the hiring form (from the instructions page) > **sign and date** > click **Submit Form**.

If you need to return to the instructions page, click **Previous**.

Voluntary Self-Identification of Disability

Please select one of the options:



Why are you being asked to Complete this form?

We are a federal contractor or subcontractor. The law requires us to provide equal employment opportunity to qualified people with disabilities. We have a goal of having at least 7% of our workers as people with disabilities. The law says we must measure our progress towards this goal. To do this, we must ask applicants and employees if they have a disability or have ever had one. People can become disabled, so we need to ask this question at least every five years.

Completing this form is voluntary, and we hope that you will choose to do so. Your answer is confidential. No one who makes hiring decisions will see it. Your decision to complete the form and your answer will not harm you in any way. If you want to learn more about the law or this form, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

How do I know if I have a disability?

A disability is a condition that substantially limits one or more of your "major life activities." If you have or have ever had such a condition, you are a person with a disability. **Disabilities include, but are not limited to:**

- Alcohol or other substance use disorder (not currently using drugs illegally)
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, HIV/AIDS
- Blind or low vision
- Cancer (past or present)
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or serious difficulty hearing
- Diabetes
- Disfigurement, for example, disfigurement caused by burns, wounds, accidents, or congenital disorders
- Epilepsy or other seizure disorder
- Gastrointestinal disorders, for example, Crohn's Disease, irritable bowel syndrome
- Intellectual or developmental disability
- Mental health conditions, for example, depression, bipolar disorder, anxiety disorder, schizophrenia, PTSD
- Missing limbs or partially missing limbs
- Mobility impairment, benefiting from the use of a wheelchair, scooter, walker, leg brace(s) and/or other supports
- Nervous system condition, for example, migraine headaches, Parkinson's disease, multiple sclerosis (MS)
- Neurodivergence, for example, attention-deficit/hyperactivity disorder (ADHD), autism spectrum disorder, dyslexia, dyspraxia, other learning disabilities
- Partial or complete paralysis (any cause)
- Pulmonary or respiratory conditions, for example, tuberculosis, asthma, emphysema
- Short stature (dwarfism)
- Traumatic brain injury

Employee Signature Date



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Submit Form



Once the form has been submitted, the status will automatically update on **My Dashboard**.

Voluntary Demographic Form (Student)

Completed / NA

You have now completed the Voluntary Demographic Dynamic Form. For instructions on how to complete the rest of the forms, please select the appropriate guide.

For more information or assistance, please contact studentemployment@utrgv.edu.