

Faculty Applicant Summary Form Instruction Guide

<https://hrnt.jhu.edu/admin/faculty>

02/05/2014

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Background / Overview

Over the 2011-2012 academic year, the Faculty Data Governance workgroup in conjunction with the Data Stewards developed a system to track faculty applicant data called the Faculty Applicant Summary Form (FASF). The FASF replaces a paper process involving mailed forms tabulated by the Office of Institutional Equity that was not uniformly utilized throughout the university. The system collects faculty search information and faculty applicant EEO information with the goal of providing JHU senior leadership with metrics to assess and ensure a diverse faculty. The data will also be used to comply with federally mandated EEO reporting.

Definitions

- Professorial Faculty – Faculty with the rank of Assistant Professor, Associate Professor or Professor
- Data Stewards –
- Data Governance Group – Comprised of the Vice Provost for Faculty, Assistant Provost of IR, EBS and HR, this group serves as the core leadership body for the data stewards
- Divisional Rank – A rank that is recognized only within the Homewood schools (KSAS, WSE). These ranks are not universally recognized at all higher ed institutions. Faculty with a divisional rank will also have an official rank which is recognized throughout JHU and at other higher ed institutions. Schools other than WSE/KSAS should not use divisional rank.
- OIE – Office of Institutional Equity
- OFCCP – Office of Federal Contract Compliance Programs
- EBS – Enterprise Business Solutions – EBS is the department responsible for the maintenance and development of SAP.
- IR – Institutional Research
- Applicant – Anyone who submits a complete application and meets the minimum qualifications for an open position

Workflow

Department starts new faculty search



Department designee creates new faculty applicant summary form and completes the "Position Information" tab information



Position is posted using current procedures



As applicants apply, department designee enters name and email into "Applicant Pool" tab



Email is sent to applicant requesting completion of confidential online EEO form. Department does not see results of EEO form submission.



As applicants are selected for interview, extended an offer or accept an offer, the department designee searches for the applicant and updates the record



At the conclusion of the search, after an offer was accepted and all interviewed applicants have been updated, department designee checks the box on the "Administrative" tab to indicate the search is complete.

Faculty Applicant Summary Form (FASF) Overview

JOHNS HOPKINS UNIVERSITY HUMAN RESOURCES

WORKING HERE BENEFITS LEARN & GROW WORK / LIFE POLICIES / RESOURCES Viewing: ALL HR

Faculty Applicant Summary Form

Link to the latest FASF changes and general information.

Click here to login to JHED or select HR area below.

Link to create a new position search form.

Link to FASF Help Guide.

Create New Form Updated News and Information Help Guide

Pending Searches

Title	Rank	Academic Department	School	Date Created
Professor	Professor-FAC	SOM Oncology, Sidney Kimmel Comprehensive	SOM	09/30/2011
Associate Professor	Research Associate-FAC	WSE Biomedical Engineering	WSE	10/13/2011
Associate Professor	Research Associate-FAC	WSE Biomedical Engineering	WSE	11/11/2011
Research Associate	Research Associate-FAC	A&S Chemistry	KSAS	11/14/2011
Professor (HRIS)	Professor-FAC	A&S Biophysics	SOM	11/14/2011
Assistant Professor (HRIS)	Assistant Professor-FAC → 2 Assistant Professor-FAC	A&S German & Romance Lang & Literatures	SoN	11/14/2011
HRIS Professor	Open Rank → 2 Multiple Hired Ranks	WSE Computer Science	WSE	11/14/2011
Research Assistant	Open Rank	A&S Biology	LIB	11/18/2011
Junior Staff Scientist	None Selected	WSE Bioengineering Innovation & Design	WSE	11/18/2011
Assistant Professor	Assistant Professor-FAC	A&S English	KSAS	11/18/2011

Click to sort by Title, Academic Dept, etc.

Completed Searches

Title	Rank	Academic Department	School	Date Created
Assistant Professor	Research Associate-FAC	A&S Physics & Astronomy	KSAS	09/22/2011
Associate Professor	Associate Professor-FAC → Professor-FAC	A&S Biophysics	KSAS	03/29/2012
AJMJ Test - Professor	Professor-FAC → Associate Professor-FAC	WSE Electrical and Computer Engineering	WSE	04/25/2012

List of current open searches.

List of prior completed searches.

How to Create or Open a Search Form

To create a new search form, click on this link.

[Create New Form](#)

Faculty Applicant Summary Form

[Updated News and Information](#)

[Help Guide](#)

Pending Searches

Title	Rank	Academic Department	School	Date Created
Professor	Professor-FAC	SOM Oncology, Sidney Kimmel Comprehensive	SoM	09/30/2011
Associate Professor	Research Associate-FAC	WSE Biomedical Engineering	WSE	10/13/2011
Associate Professor	Research Associate-FAC	WSE Biomedical Engineering	WSE	11/11/2011
Research Associate	Research Associate-FAC	A&S Chemistry	KSAS	11/14/2011
Professor (HRIS)	Professor-FAC	A&S Biophysics	SoM	11/14/2011
Assistant Professor (HRIS)	Assistant Professor-FAC → 2 Assistant Professor-FAC	A&S German & Romance Lang & Literatures	SoN	11/14/2011
HRIS Professor	Open Rank → 2 Multiple Hired Ranks	WSE Computer Science	WSE	11/14/2011
Research Assistant	Open Rank	A&S Biology	LIB	11/18/2011
Junior Staff Scientist	None Selected	WSE Bioengineering Innovation & Design	WSE	11/18/2011
Assistant Professor	Assistant Professor-FAC	A&S English	KSAS	11/18/2011

Completed Searches

Title	Rank	Academic Department	School	Date Created
Assistant Professor	Research Associate-FAC	A&S Physics & Astronomy	KSAS	09/22/2011
Associate Professor	Associate Professor-FAC → Professor-FAC	A&S Biophysics	KSAS	03/29/2012
AJM Test - Professor	Professor-FAC → Associate Professor-FAC	WSE Electrical and Computer Engineering	WSE	04/25/2012

To open an existing search form, click on the desired data point.

Create/Edit Search Form (Position Tab)

Faculty Applicant Summary Form

[Home Page](#)

Position Information | Applicant Pool | Administrative

Position Information

? Title:

? Employee Group:

? Initial Posted Rank:

? Final Rank: Selection of the Final Rank is now chosen on the Applicant Pool tab.

? Divisional Rank:

? Field of Study:

? Academic Department:

? School:

? Leadership Role:

? List in order of importance the major criteria and requirements for this position:
(Be as specific as possible. Include any required areas of specialization, advanced training or background. Max of 5 entries.)

? How was information about the position publicize?
(Check all that apply.)

Advertisements or notices (Attach / Edit / View copies).

Letters to other institutions (Attach / Edit / View a copy and a list of institutions).

Contact with professional or special organization (Attach / Edit / View relevant letters).

Other (Describe)

? Specify other efforts which were made to make this position known to potential candidates who are women, members of ethnic minority groups or persons with disabilities.

Scroll over tooltips for helpful hints.

Fields to be entered for the Position information.

Link to FASF Overview Screen.

Always remember to click **Save**.

Click to attach supporting documentation.

Always remember to click **Save**.

Applicant Tab Screen

- Applicants are entered on the applicant tab screen. They can be entered manually, one at a time or uploaded in a batch process (refer to the [Applicant Uploads](#) page for additional instructions).
- ALL qualified applicants should be entered into the system.
- For those applicants entered manually and for those batch uploads in which we still need to collect EEO information, an [automated email](#) will be sent to the applicant requesting they complete the online [EEO form](#).
- This information is attached to the applicants record, but will not be visible to the academic departments. It will be used to create the Affirmative Action report.
- It is necessary to indicate the applicants that are interviewed, extended an offer and who accept the offer. As the checkboxes are answered, additional questions may appear.
- For those applicants that are interviewed, but did not complete the EEO form, it will be necessary for you to indicate the gender, ethnicity and racial background.

Create/Edit Search Form (Applicant Pool Tab)

[Home Page](#)

Faculty Applicant Summary Form

Position Information | **Applicant Pool** | Administrative

Indicate if an outside applicant tracking tool was used or if a batch upload is planned

? None

Save

*Always remember to click **Save**.*

Add Person to Interview Pool

Name:

? E-Mail Address:

Send EEO Email ?

Interviewed? Yes No TBD

To manually enter in an applicant to the interview pool.

Applicant Pool

Search Applicant Pool: Name ?

Name	Email	Current Instituti...	Current Position	Status

Page 1 of 1

List of the applicants entered for this position.

You can also use this tool to upload applicants from a spreadsheet.

Applicant Uploads

- The system allows users to upload applicants from the following sources:
 - Interfolio – currently only names and emails
 - AcademicJobs – uploads names and EEO information
 - MathJobs – uploads names and EEO information
 - Excel file – currently only names and emails
- From the applicant pool tab, identify if you intend to upload applicant data.
- If you are using Interfolio or an Excel upload:
 - You will be able to upload the data yourself.
 - The system will automatically send the EEO email to all applicants.
 - You may upload as often as needed and do not need to remove applicants already uploaded as the system will automatically remove duplicates based on the email address
- If you are using AcademicJobs or MathJobs:
 - Be sure to enter 'jschmidt@jhu.edu' and 'chuang54@jhu.edu' in the EEO officer role.
 - When you have closed the application phase and are not accepting additional applications, email 'jschmidt@jhu.edu' and 'chuang54@jhu.edu' and request an upload of the applicant data. They will inform you when the upload is complete
- With any applicant upload, you will still need to update which applicants were interviewed and offers extended.

Outside Applicant Tracking Import Tool (Popup Window & Applicant Pool Tab)

If an outside applicant tracking tool was used, you must import the exported spreadsheet.

For **AcademicJobs / MathJobs**, make sure to add jschmidt@jhu.edu and chuang54@jhu.edu as the EEO officer role.

For **Interfolio**, the EEO information will be imported along with the applicant's information.

You can import data from your own spreadsheet by selecting **Applicant Upload**.

Position Information | **Applicant Pool** | Administrative

Indicate if an outside applicant tracking tool was used or if a batch upload is planned

?

Options:

- None
- None
- AcademicJobs / MathJobs
- Interfolio
- Applicant Upload

Click to bring up a popup window for importing applicant spreadsheet.

Outside Applicant Tracking Import Tool (Popup Window & Applicant Pool Tab)

Check here to send an automated EEO email.

Windows Internet Explorer
 .../admin/faculty/applicant/import_applicant.cfm?formID=230&upload_type=applica

Upload Departmental Applicants
 Applicant Upload

Send EEO Email

Click to select Excel spreadsheet of applicant information.

Click to begin the upload process.

The imported applicants are now displayed in the Applicant Pool grid.

Applicant Pool

Search Applicant Pool:

Name	Email	Current Instituti...	Current Position	Status
TestFName...	testemail01@jhu...			Received
TestFName...	testemail02@jhu...			Received
TestFName...	testemail03@jhu...			Received
TestFName...	testemail04@jhu...			Received
TestFName...	testemail05@jhu...			Received
TestFName...	testemail06@jhu...			Received
TestFName...	testemail07@jhu...			Received
TestFName...	testemail08@jhu...			Received
TestFName...	testemail09@jhu...			Received
TestFName...	testemail10@jhu...			Received

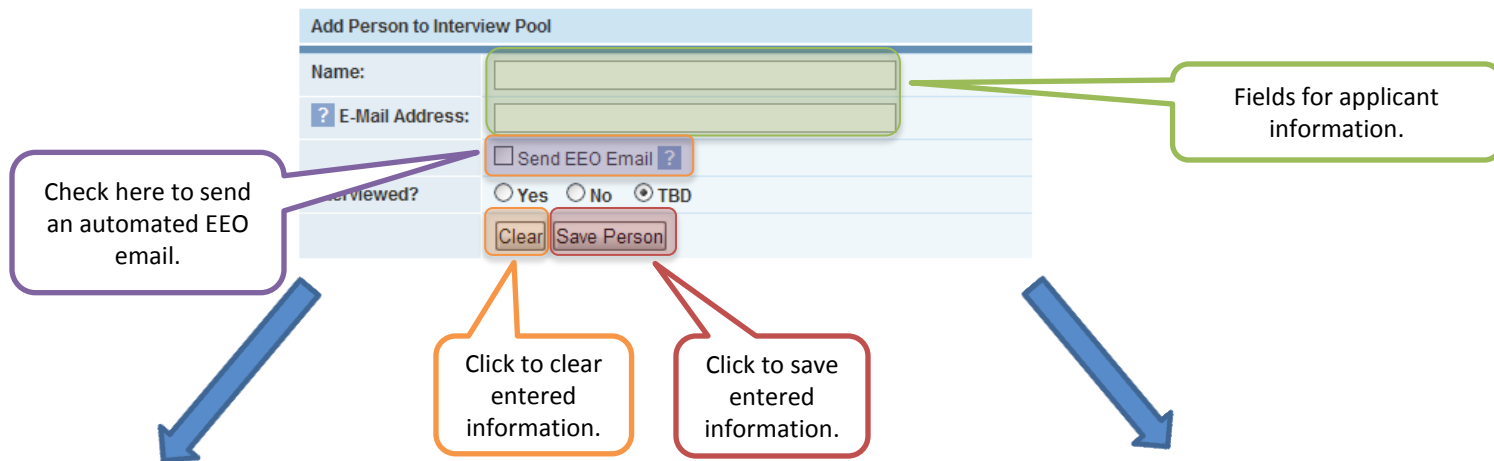
36 records will be added.
 Please confirm data to be uploaded

Name	Email	Send EEO?
TestFName01 TestLName01	testemail01@jhu.edu	N
TestFName02 TestLName02	testemail02@jhu.edu	N
TestFName03 TestLName03	testemail03@jhu.edu	N
TestFName04 TestLName04	testemail04@jhu.edu	N
TestFName05 TestLName05	testemail05@jhu.edu	N

The confirmation screen – this will list the number of applicants being added along with a quick preview.

Please confirm that the number and name of the applicants match your records.

Adding a New Applicant (Applicant Pool Tab)



Add Person to Interview Pool	
Name:	<input type="text"/>
<input type="checkbox"/> E-Mail Address:	<input type="text"/>
	<input type="checkbox"/> Send EEO Email <input type="checkbox"/>
Interviewed?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> TBD
Current Institution:	<input type="text"/>
Current Position:	Select Current Position <input type="text"/>
Offer Extended?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> TBD
Offer Accepted?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> TBD
Offer Accepted	
Was this a Resident or Fellow or Post-Doctoral Hire?	<input type="radio"/> Yes <input type="radio"/> No
Final Rank upon Hire	Select Final Rank <input type="text"/>
	<input type="button" value="Clear"/> <input type="button" value="Save Person"/>

These fields will show/hide as you enter information.

Add Person to Interview Pool	
Name:	<input type="text"/>
<input type="checkbox"/> E-Mail Address:	<input type="text"/>
	<input type="checkbox"/> Send EEO Email <input type="checkbox"/>
Interviewed?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> TBD
Current Institution:	<input type="text"/>
Current Position:	Select Current Position <input type="text"/>
Offer Extended?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> TBD
Offer Accepted?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> TBD
Offer Not Accepted	
Institution where position taken	<input type="text"/>
Reason	Select Reason <input type="text"/>
Position taken	Select Position <input type="text"/>
	<input type="button" value="Clear"/> <input type="button" value="Save Person"/>

Editing/Deleting an Existing Applicant (Applicant Pool Tab)

Applicant Pool

Search Applicant Pool: Name

Name	Email	Current Institution	Current Position	Status
First Last	testemail01@jhu...			Received
TestFName...	testemail03@jhu...			Received
TestFName...	testemail04@jhu...			Received
TestFName...	testemail05@jhu...			Received

Click on the applicant to be modified.



Add Person to Interview Pool

Name:

? E-Mail Address:

Send EEO Email ?

Interviewed? Yes No TBD

Current Institution:

Current Position:

Offer Extended? Yes No TBD

Offer Accepted? Yes No TBD

Offer Accepted

Was this a Resident or Fellow or Post-Doctoral Hire? Yes No

Final Rank upon Hire:

You can now modify these fields.

Click to clear entered information.

Click to delete applicant.

Click to save entered information.

Searching through existing Applicants (Applicant Pool Tab)

Search text criteria.

Select to search by name or email.

You can search for a specific applicant by their name or email address.

This allows you to quickly find an applicant and edit their information.

Applicant Pool

Search Applicant Pool:

Name ▾
Name
Email

Name	Email	Current Instituti...	Current Institution	Status
First Last	testemail01@jhu...			Received
TestFName...	testemail03@jhu...			Received
TestFName...	testemail04@jhu...			Received
TestFName...	testemail05@jhu...			Received
TestFName...	testemail06@jhu...			Received
TestFName...	testemail07@jhu...			Received
TestFName...	testemail08@jhu...			Received
TestFName...	testemail09@jhu...			Received
TestFName...	testemail10@jhu...			Received
TestFName...	testemail01@jhu...			Received
TestFName...	testemail02@jhu...			Received
TestFName...	testemail03@jhu...			Received
TestFName...	testemail04@jhu...			Received
TestFName...	testemail05@jhu...			Received
TestFName...	testemail06@jhu...			Received
TestFName...	testemail07@jhu...			Received
TestFName...	testemail08@jhu...			Received
TestFName...	testemail09@jhu...			Received
TestFName...	testemail10@jhu...			Received
TestFName...	testemail01@jhu...			Received

Modifying Applicant EEO Information (Applicant Pool Tab)

For applicants you have selected for interview, you will be asked to complete missing EEO information for the applicant.

This will happen when the applicant has not answered all of the EEO questions.

As displayed below, the system will only allow you to enter missing EEO information, you will not be able to view or edit the EEO information supplied by the applicant.

Applicant Pool

Search Applicant Pool: Name

Name	Email	Current Instituti...	Current Position	Status
Test 1 - No...	chuang54@jhu...			Received
Test 2 - E...	chuang54@jhu...			Received

Click to add the applicant to the interview pool

Edit Applicant's EEO Information

Gender: Male Female

Ethnicity: Hispanic or Latino Not Hispanic or Latino

Race: American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White

If they have not answered any EEO question, you can edit all fields.

Edit Applicant's EEO Information

WARNING! Applicant has already entered in EEO information

Gender: Male Female

Ethnicity: Hispanic or Latino Not Hispanic or Latino

Race: American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White

If the applicant has saved any EEO information, you will be unable to edit those fields.

Edit Applicant's EEO Information

WARNING! Applicant has already entered in EEO information

Warning message. You can only edit EEO data that is empty.

All fields have been saved by the applicant. You are unable to edit any EEO fields.

Administrative Tasks (Administrative Tab)

The screenshot shows the 'Administrative' tab of a web application. At the top, there are tabs for 'Position Information', 'Applicant Pool', and 'Administrative'. Below these are links for 'Administrative Information:', 'EEO Report', and 'Summary Excel Report'. A 'Save' button is located in the top right corner of the form area.

The form contains the following fields and options:

- Created By:** 07/11/2012 - Charles Huang
- Last Change:** 07/12/2012 - Charles Huang
- Additional Users:** Charles Huang - Administrative (with a 'Remove' button)
- Form Access:** Includes fields for 'Jhed ID:', 'Name:', and 'Access:' (set to 'Search Committee Chair'). There is an 'Add User' button.
- Date of hire (MM/DD/YYYY):** An empty text input field.
- Checkboxes:**
 - Check here if Search was cancelled
 - Check here if Search was closed without hire
 - Check here if Search has been completed and all information has been entered into the form
 - Data Steward - Check here to indicate that you have reviewed and approved this form for completeness
- Comments:** A text area with a scroll bar and a link '(Attach / Edit extra pages if necessary)'.

Callout boxes provide the following instructions:

- Red box:** Always remember to click **Save**.
- Green box:** You can add additional users to edit/maintain this position.
- Orange box:** Check the appropriate option if the search was not filled.
- Yellow box:** Check here to indicate that the form is complete. You always have the option to make updates if needed.
- Blue box:** Optional indicator for Data Stewards to mark that this form has been reviewed.

Search Form Reports (Administrative Tab)

Position Information	Applicant Pool	Administrative
Administrative Information:		EEO Report Summary Excel Report Save
Created By:	07/11/2012 - Charles Huang	
Last Ch...	07/12/2012 - Charles Huang	
	Charles Huang - Administrative	Remove
	Jhed ID: <input type="text"/>	
	Name: <input type="text"/>	
	Access: Search Committee Chair ▼	Add User
Date of hire (MM/DD/YYYY):	<input type="text"/>	
	<input type="checkbox"/>	Check here if Search was cancelled
	<input type="checkbox"/>	Check here if Search was closed without hire
	<input type="checkbox"/>	Check here if Search has been completed and all information has been entered into the form
	<input type="checkbox"/>	Data Steward - Check here to indicate that you have reviewed and approved this form for completeness
Comments	<input type="text"/> (Attach / Edit extra pages if necessary).	

This will create a summary EEO report which you can print out.

This will create an Excel document summarizing this form.

Security

- Access to the system is controlled by JHED authentication. All JHED users have the ability to sign into the system and create a new faculty search record.
- Users have the ability, as mentioned in the administrative tab, to add/remove additional users to the faculty search record.
- The originator of the faculty search record and all users currently added on the administrative tab will have the ability to view / edit the form.
- The Data Steward role allows users to view / edit all faculty search records for a particular school.
- The Provost Office and the HRIS development team will have access to view / edit all faculty search records.

Resources

- Contact your Data Steward for process related questions

School	Data Steward	Email	Phone
CBS	Vacant		
KSAS	John Kunz	jjkunz@jhu.edu	410-516-4138
Peabody	Barbara Lambert	lambert@peabody.jhu.edu	410-234-4658
SAIS	Shanna Hines	shines2@jhu.edu	202-663-5651
SOE	Connie Kinsley	ckinsley@jhu.edu	410-516-4475
SOM	Mary Foy	mfoy@jhmi.edu	410-955-3080
SON	Jennifer Calhoun	calhoun@jhu.edu	410-502-3172
SPH	Erin Pankau	epankau@jhsph.edu	410-955-8313
WSE	Bonnie Duggins Joy Mettee	bonnie@jhu.edu jmettee@jhu.edu	410-516-2829 410-516-3983

- Contact HRIS for technical questions

Charles Huang
443-997-8195
chuang54@jhu.edu

John Schmidt
443-997-7336
jschmidt@jhu.edu

Common Questions

- When do I need to complete the FASF?
- Applicant related questions
- Who starts the form?
- What do we do if the search was started with the old paper process?
- Who counts as an applicant?
- What if we don't know the final position rank of the search form?
- How do we designate a resident/post-doctoral fellow hire?
- Can we have multiple hires for the same position?
- Do we enter post-doctoral fellow positions into the FASF?
- How can we get the EEO report for a search?
- What do we do if we closed the search without hire?

When is the FASF required

- Currently, all full time professorial faculty hires require completion of the FASF.
 - This includes Target of Opportunity hires and the hiring of residents, post-docs and fellows.
- What if I have more than 1 appointment for a single search?
 - Indicate the multiple hires. Only 1 search form is necessary.
 - Indicate the rank of each hire on the applicant tab

When is the FASF required

Some schools, including SOM, have opted to require the FASF for all faculty hires, both full and part time and both professorial and non-professorial. Refer to the chart below for more information for your school.

School	Current Process
CBS	
KSAS	
Peabody	
SAIS	
SOE	
SOM	
SON	
SPH	
WSE	

Applicant Questions

- What constitutes an applicant and when do I need to enter them on the FASF form?
 - An applicant is someone who completes the required application for a posted vacancy and meets the minimum requirements.
 - All qualified applicants must be entered on the FASF.
 - Individuals that submit interest in employment to an academic department that is not directed towards a vacancy or do not submit the required information are not considered applicants and do not need to be entered.
- For Target of Opportunity hires, the individual should be entered as an applicant

Who Starts the FASF?

Depending on the school, different people should start/create a new FASF record. Refer to the table below for how your school operates.

School	Current Process
CBS	
KSAS	
Peabody	
SAIS	
SOE	
SOM	
SON	
SPH	
WSE	

EEO email

Dear Applicant,

Please [click here](#) to complete the EEO form to assist the Johns Hopkins University in complying with federal regulations.

Federal laws require that the University collect information concerning its applicants for employment. Providing the information requested on the Applicant Data Form is voluntary. Failure to provide this information will not result in any adverse treatment of you as an applicant.

The Johns Hopkins University does not discriminate on the basis of race, color, gender, religion, age, marital status, pregnancy, sexual orientation, national or ethnic origin, disability, genetic information, gender identity or expression, or veteran status in any program or activity administered by the University. The University has affirmative action programs for minorities, women, persons who are disabled and veterans, as appropriate.

The information you provide will remain confidential. The completed form contains no reference to your name and it will be maintained separately from your applicant file in the Dean's office or other designated location. Completed copies of the Applicant Data Form will not be placed in your applicant file. The forms, without names, will be retained in the dean's office or other designated location for the purpose of compiling information about the applicant pool, and to assist the University in the evaluation/enhancement of its affirmative action recruitment efforts. Applicants with a disability who may require accommodations during the application process may provide information about their needs so that appropriate accessibility plans may be made.

Please return this form to: Caroline Laguerre-Brown, Vice Provost for Institutional Equity, Office of Institutional Equity, Johns Hopkins University, 3400 N. Charles Street, Garland Hall 130, Baltimore, MD 21218.

Thank you.

EEO form

A. Gender:

- Male
 Female

B. Ethnicity:

- Hispanic or Latino — a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
 Not Hispanic or Latino

Race (Please check all that apply):

- American Indian or Alaska Native — a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
 Asian — a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
 Black or African American — a person having origins in any of the black racial groups of Africa.
 Native Hawaiian or Other Pacific Islander — a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
 White — a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

C. Do you have a disability?

- Yes
 No

Disability means any person who (1) has a physical or mental impairment which substantially limits one or more major life activities; (2) has a record of such impairment; or (3) is regarded as having such an impairment.

D. Veteran Status (Please check all that apply):

- Disabled veteran — (i) 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 (ii) a person who was discharged or released from active duty because of a service-connected disability.
 Other protected veteran — 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.
 Armed Forces service medal veteran — A veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a U.S. military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12958 (61 FR 12052, 3 CFR, 1996 Comp., p. 158).
 Recently separated veteran — A 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.
 Not a Veteran.
 I do not wish to self-identify.

E. What prompted you to apply to Johns Hopkins University?

- Personal Contact (name of contact) _____
 Notice in professional journal (name of journal) _____
 Newspaper advertisement (name of newspaper) _____
 Placement service (name of placement service) _____
 Other (please describe) _____