Disability Self-Identification FAQ

Why should I disclose if I have a disability?

By self-identifying, you help Cornell more accurately determine the diversity of our workforce and ensure individuals with disabilities are supported and represented throughout the University.

What is a disability?

For purposes of this survey, a disability is any physical or mental impairment that substantially limits one or more major life activities and can include, but is not limited to non-obvious, chronic conditions such as cancer, diabetes, lupus, fibromyalgia, epilepsy, clinical depression and alcoholism.

What is the self-identification survey, and why am I being asked to participate in this survey?

Cornell University is a federal contractor, receiving well more than one hundred million dollars in federal research grants. Therefore, Cornell is subject to the federal laws and regulations governing affirmative action in the workplace. The Office of Federal Contract Compliance Programs (OFCCP) has set an aspirational goal of 7% of individuals self-identifying as having a disability. We strive to meet or exceed this aspirational goal.

How will my responses be used?

You will be asked to log in with your NetID, but your information will remain confidential and will only be used to:

- fulfill Cornell's federal obligations to the Office of Federal Contract Compliance Programs (OFCCP), and
- measure institutional diversity to inform our talent recruitment/retention efforts, programming, and resources.

If I do not have a disability, should I still respond to the survey?

Yes. Participation counts! Even if you do not have a disability, you can and should complete the survey. There is an option to select “No” that you do not have a disability.

Am I required to take the survey?

No. Your participation in the survey is voluntary. However, we hope you will participate as it helps Cornell understand and better serve our diverse populations, including individuals with disabilities.

What if I responded to the survey in 2018?

Participation from everyone is important to provide us with a better, more complete understanding of the diversity and needs of our workforce. Even if you completed the survey in 2018 we encourage you to respond to ensure our data is accurate based on your current status. Our goal this year is at least 35 percent participation.

Who has access to my information?

The information you share on the survey is confidential. Your response will be added to your personal information in Workday, but access to the data is restricted to individuals within Human Resources and will be used only to fulfill Cornell's
federal compliance obligations. Identifiable information will not be shared with supervisors, managers, or other individuals, nor will it be accessible to them through Workday.

**Can I change my information in Workday?**

Yes. If, for any reason, you need to update your information at any time, you can do so through Workday. Choose the "Personal Information" icon, then choose "Personal Information" again under the Change heading. Scroll down to the bottom of this section and look for “Disability” - there will be a button to add or edit your information.

**What if I have additional questions?**

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