St. Olaf is committed to maintaining a diverse and inclusive workforce. Federal law also requires the College to report certain data as part of the IPEDS (Integrated Post-Secondary Education Data System), and the College has other reporting needs as well. In order to meet these obligations, we request the following information from newly hired employees to assist in accurately identifying the composition of our workforce.

**Employee Information**

<table>
<thead>
<tr>
<th>Full Legal First Name(s)</th>
<th>Full Legal Middle Name(s)</th>
<th>Full Legal Last Name(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preferred First Name(s) (if different than above)</th>
<th>Preferred Middle Name(s) (if different than above)</th>
<th>Preferred Last Name(s) (if different than above)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Gender Identification**

- [ ] Male
- [ ] Female
- [ ] Non-binary
- [ ] Agender
- [ ] Transgender
- [ ] Prefer not to disclose
- [ ] Prefer to self-describe:

**Gender Identification for Reporting Purposes**

- [ ] Male
- [ ] Female

*St. Olaf recognizes that many individuals do not identify their gender in terms of a male/female binary. For purposes of its IPEDS and other reporting, the College is federally required to report employees as either “male” or “female.” If you opt not to respond to this request, the College will make an educated estimation of a gender identification for IPEDS and other reporting purposes.

**Race/Ethnic Identification (as defined by the Equal Employment Opportunity Commission)**

1. Do you consider yourself:
   - [ ] Hispanic/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

2. In addition, select one or more of the following racial categories to describe yourself:
   - [ ] American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through 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, and 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.

Prefer to clarify response: ________________________________

S:\HR\Forms\IPEDS Reporting Forms\New Hire Diversity Data Request Form.docx