



NEW JERSEY STATE EMPLOYEE SURVEY OF PERSONS WITH DISABILITIES

The State of New Jersey is actively working to ensure that persons with disabilities receive appropriate assistance in entering, remaining and advancing in State government.

Toward these goals, we are providing this survey for voluntary and confidential return to the Division of Equal Employment Opportunity and Affirmative Action ("Division of EEO/AA"). You may complete this survey below by filling out the requested information and returning it via interoffice mail. You may also click the following link to complete the survey electronically which will be sent to a **secure confidential** Division of EEO/AA database: <https://forms.office.com/g/206gNM4te8>

If you have any questions, you may contact the Division of EEO/AA at 609-984-1096 or DivisionEEOAA@csc.nj.gov.

Thank you for your anticipated cooperation in our efforts to ensure an equitable workplace for all employees.

TO ALL STATE EMPLOYEES:

**PLEASE READ AND COMPLETE THIS SURVEY.
THEN RETURN AS DIRECTED ON PAGE 2.**

**DIVISION OF EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION
NEW JERSEY CIVIL SERVICE COMMISSION
PO BOX 315
TRENTON, NEW JERSEY 08625-0315**

INSTRUCTIONS

The State of New Jersey needs YOUR help to determine how affirmative action can be taken to better meet the needs of State employees with disabilities which may affect their job. In order to accomplish this, we need information from ALL State government employees. Although you may not self-identify as a person with disabilities, you are still encouraged to complete this survey by answering question 1 only. Your participation in this survey will give our State government the necessary information to develop programs that will promote the hiring, advancement and retention of persons with disabilities. DO NOT write or type your name on this form. The information provided will be kept at the New Jersey Civil Service Commission and **will remain confidential**.

You do not have to provide any information on this survey if you do not wish to do so. However, we are required by State law to have affirmative action goals for the employment of persons with disabilities. The last four digits of your social security number and the nine digits of your employee ID number are requested on the survey in order to maintain statistics—numbers only, never names—on the progress New Jersey is making to ensure equal opportunity for persons with disabilities at all levels of government. The last four digits of your social security number and the nine digits of your employee ID number will be used to identify the agency for which you work and the general job category that you are in. Through the use of separate confidential files, your name will never be connected with this information.

Your voluntary cooperation in completing and returning this confidential survey will be appreciated.

HOW TO RETURN THIS FORM

To ensure confidentiality, DO NOT give this survey to your supervisor. Please send it directly to the New Jersey Civil Service Commission. When the form is completed, fold on the dotted lines, and **return by mail**. If you use the Inter-Office mail system, just staple this form closed, it will serve as your envelope. Otherwise, use a regular agency or blank envelope, seal the envelope, and return to the address found below, using the State postage system.

**Civil Service Commission
Division of Equal Employment Opportunity and Affirmative Action
Employee Survey of Persons with Disabilities
PO BOX 315
Trenton, New Jersey 08625-0315**

PLEASE RETURN AS SOON AS POSSIBLE

The information requested is authorized by the U.S. Rehabilitation Act of 1973 and *N.J.S.A. 11A: 7-1, et seq.*

New Jersey State Employee Survey of Persons with Disabilities

Civil Service Commission
Division of Equal Employment Opportunity and Affirmative Action
PO BOX 315
Trenton, New Jersey 08625-0315

REMINDER: Your response to this survey will help the State of New Jersey better assist persons with disabilities as it relates to State employment. This survey is voluntary. We encourage you to complete this survey in its entirety as it applies to you. Please read the directions on the previous page for further information.

For the purposes of this survey, you may select more than one category if it applies. However, if you feel that the disability(ies) do not/would not affect your ability to perform your job duties, you have the option to select "No" for question #1 to complete the survey.

Is this the first time you are completing the New Jersey Employee Survey of Persons with Disabilities?

YES NO

LAST FOUR DIGITS OF YOUR SOCIAL SECURITY NUMBER: DATE:

EMPLOYEE ID NUMBER:

1. DO YOU HAVE A DISABILITY?

- NO IF NO, PLEASE **STOP HERE** AND RETURN THIS SURVEY AS DIRECTED.
 YES IF YES, PLEASE CHECK ANY OF THE FOLLOWING WHICH APPLY TO YOU.

2. **BLINDNESS/VISUAL IMPAIRMENT** (such as blindness, blindness in one eye, uncorrectable restricted vision, etc.)
3. **DEAFNESS/HARD OF HEARING/HEARING LOSS** (such as deafness, limited hearing, etc.)
4. **ORTHOPEDIC/MUSCULAR DISABILITY** (such as limited use of limbs, one or more limbs missing, problems with hips, back, pelvis, or other bone structure, arthritis, limited mobility of large motor dexterity, etc.)
5. **HEART OR CIRCULATION DISABILITY** (such as heart disease, stroke, hypertension, congenital heart defect, etc.)
6. **NEUROLOGICAL CONDITION** (such as intellectual disability, neural diversity, multiple sclerosis, learning disability, seizure disorder, brain injury, etc.)
7. **BREATHING/RESPIRATORY DISABILITY** (such as asthma, allergies, COPD, etc.)
8. **SPEECH/COMMUNICATION IMPAIRMENT** (such as inability or limited ability to speak)
9. **EMOTIONAL OR BEHAVIORAL DISABILITY** (such as anxiety, depression, substance abuse disorder, etc.)
10. **OTHER DISABILITIES** (such as diabetes, kidney problems, cancer, disfigurement or nontypical appearance, immunocompromised, etc.)

PLEASE SPECIFY: _____

IF YOU CHECKED ANY OF THE DISABILITY GROUPS ABOVE, ITEMS 2 TO 10 AND YOU NEED A JOB-RELATED ACCOMMODATION FOR YOUR DISABILITY, YOU SHOULD CONTACT YOUR HUMAN RESOURCE OFFICE WITHIN YOUR AGENCY/COLLEGE/UNIVERSITY.

CUT ALONG THIS LINE BEFORE MAILING

Fold Line

Fold Line

**DO NOT WRITE OR TYPE
YOUR NAME OR ADDRESS**

State of New Jersey

INTEROFFICE MAIL

Civil Service Commission -- Division of EEO/AA

Department

Division of Bureau

PO BOX 315

TRENTON, N.J. 08625-0315

Street Address or Name of Building

City

EMPLOYEE SURVEY OF PERSONS WITH DISABILITIES

CONFIDENTIAL

CONFIDENTIAL

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