

## **Equal Employment Opportunity Survey Form Instructions**

### **General Information**

The Electronic [Equal Employment Opportunity Survey](#) form can be filled in and submitted electronically by email or printed out and returned by mail or fax.

### **Electronic Email Procedure**

To view, fill in, or print the survey form, you will need Adobe Reader 6.0 or above. You can download Adobe Reader free of charge at the following site:

<http://www.adobe.com/products/acrobat/readstep2.html>

To fill in electronically, please type in the area provided and check the appropriate boxes. Then, click on the “Submit by Email” button at the upper right corner of your screen and follow the instructions.

You can use an email client program such as Microsoft Outlook or your internet based email such as Yahoo. After clicking the “Submit by Email” button you will be provided instructions on how to email the form.

### **Manual Procedure (Fax or Mail):**

To fill out manually, please print this form and fill in by hand.

Please fax the form to: (951) 827-5308 (fax).

Please mail the form to: University of California, Riverside  
Office of Faculty & Staff Affirmative Action  
900 University Ave  
University Cottage  
Riverside, CA 92521

For questions please call: (951) 827-5604 (Phone)