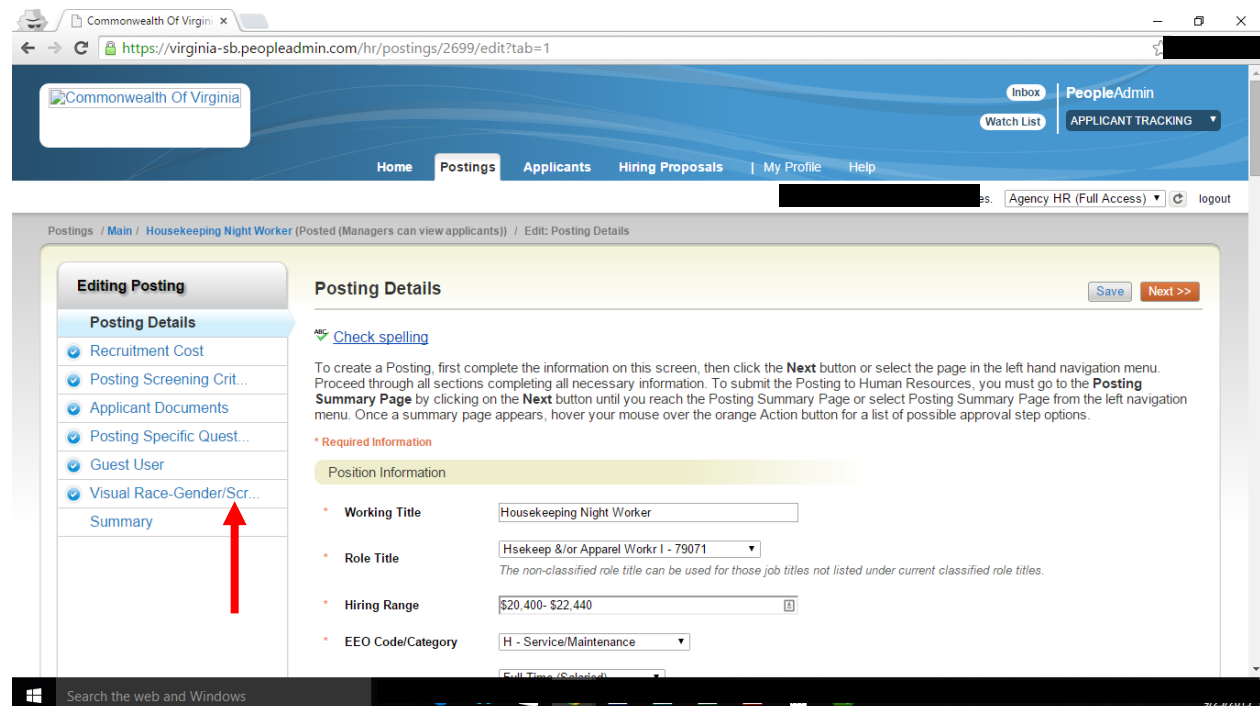# Visual Race and Visual Gender Identification

When visually identifying race or gender for job applicants, agencies should follow the following steps to complete this identification process in the RMS.

Step 1: Select and open the job posting to which the Visual Race and/or Visual Gender Identification criteria should be added. Then, on the *Summary Tab*, select *Edit*.
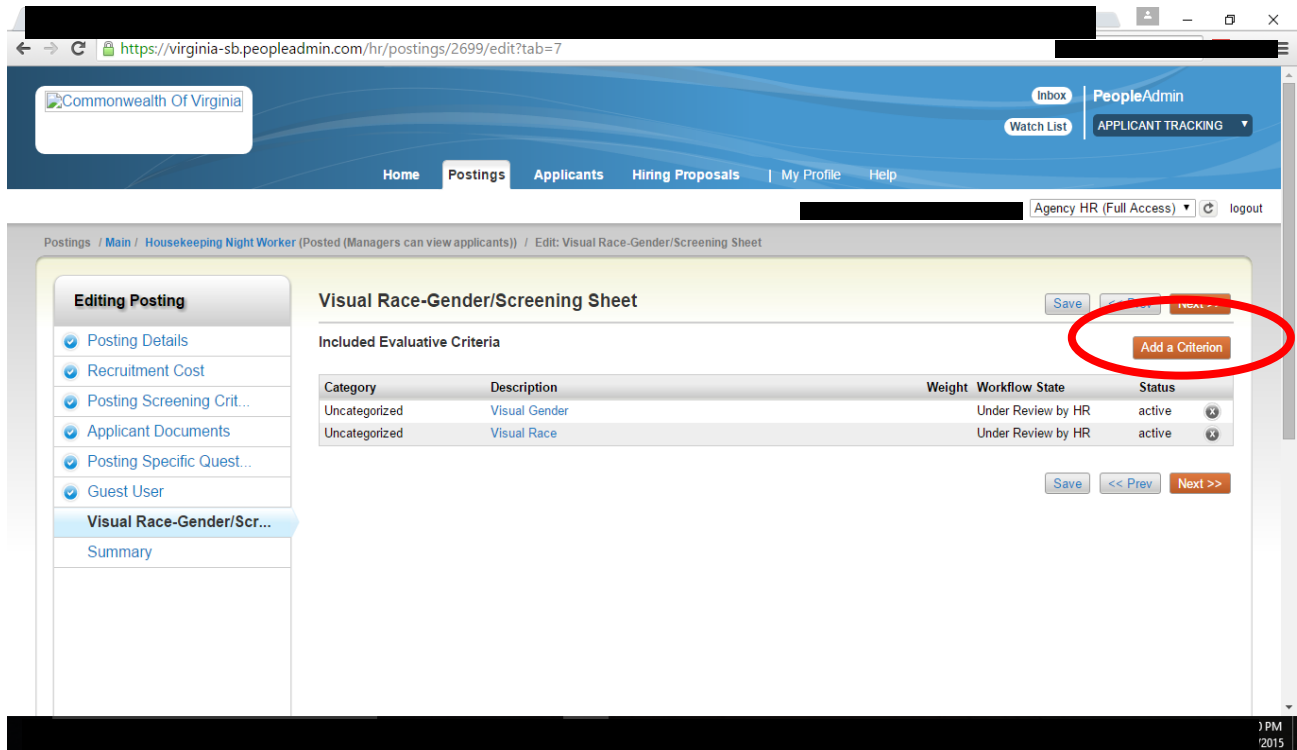

Step 2: Select *Visual Race-Gender/Screening Sheet* from the menu on the left.

Visual Race and Visual Gender Identification

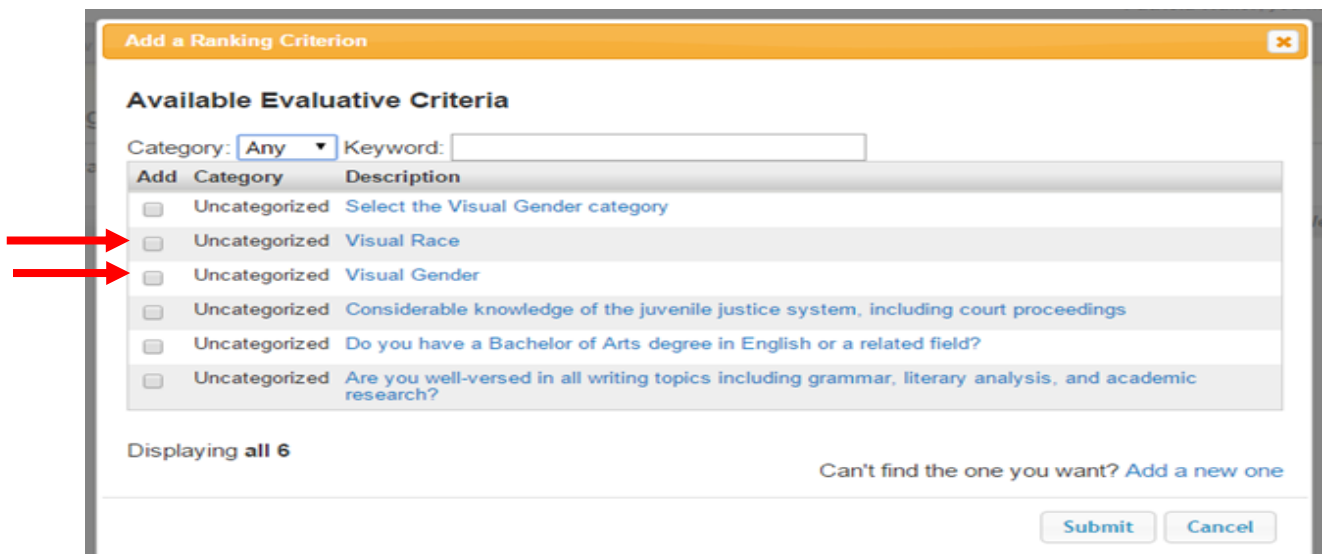**Step 3**: Select the orange *Add a Criterion* button on the right.

Step 4: Select *Visual Race* and *Visual Gender* from the *Available Evaluative Criteria* listed in the pop-up window.

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Once these criteria have been selected, these criteria will be expanded. Select **Submit** to add the Visual Race and Visual Gender to the job posting.

Step 5: Select **Next** to complete the process. <u>Be sure to note the applicant work flow state as this information will be necessary in a later step.</u>

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Step 6: Select the *Applicants* tab from the menu at the top of the page.
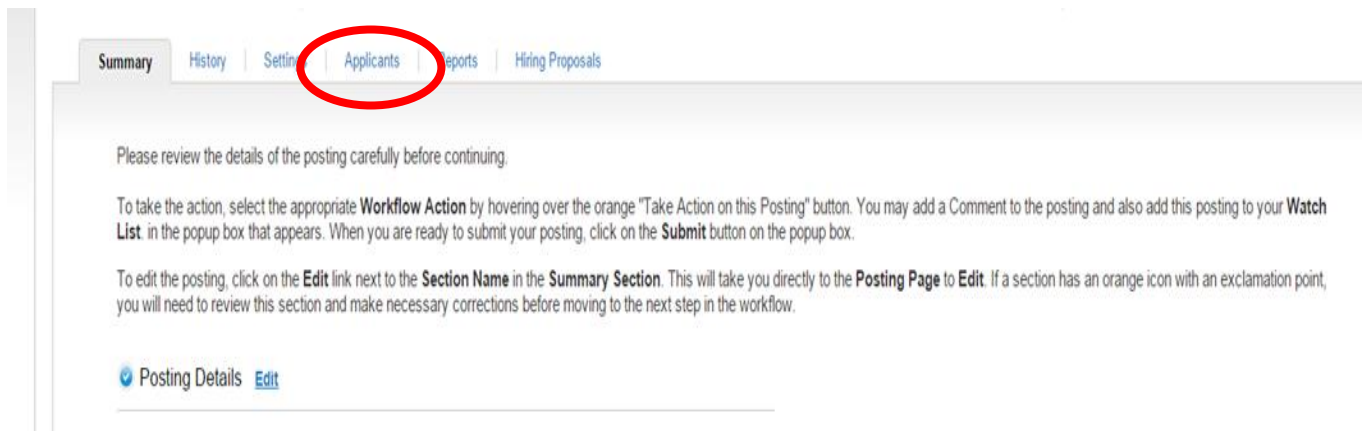
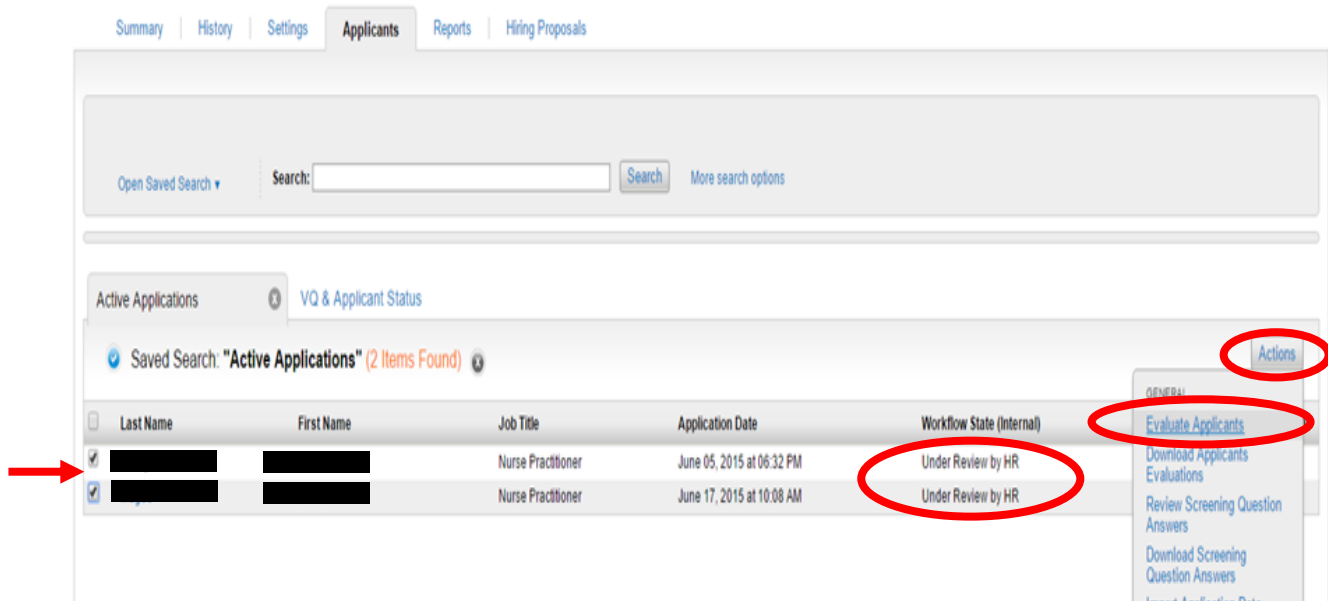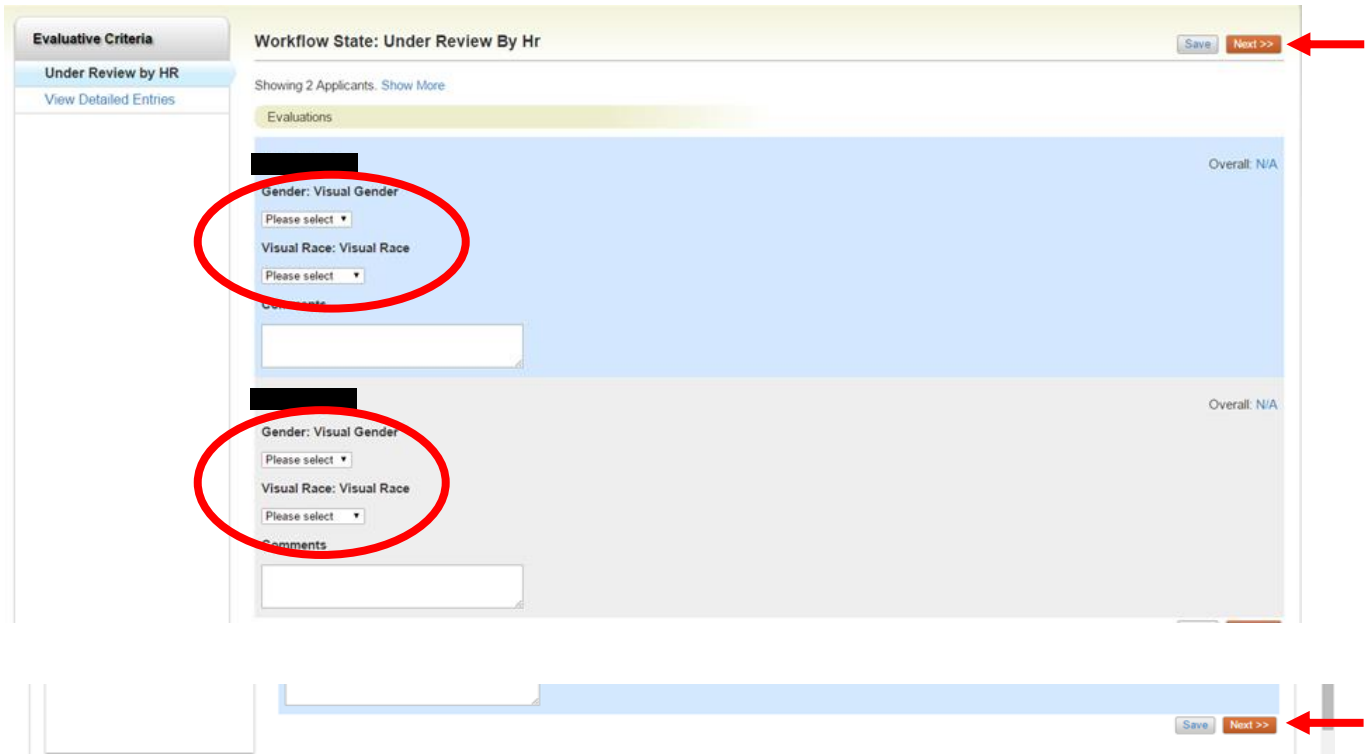**Step 7:** Select the applicants to which to add to Visual Race and Visual Gender criteria. If necessary, change the applicant(s) status to the same Work Flow state as recorded in Step 5. Once the applicant(s) has been selected, select *Actions* and then select *Evaluate Applicants* from the drop down menu.
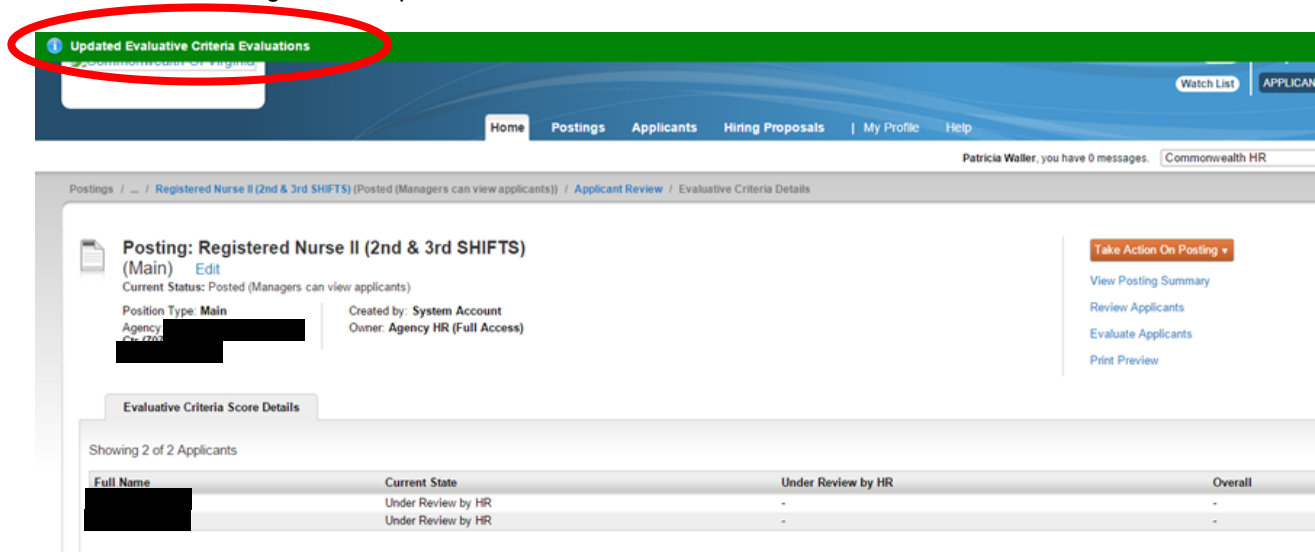
Visual Race and Visual Gender Identification

Step 8: Select the appropriate values from the *Visual Gender* and *Visual Race* drop down menus for each applicant. Select *Next* to proceed.

Step 9: The Visual Race and/or Visual Gender Identification have been updated as noted by the confirmation message at the top left of the screen.

Visual Race and Visual Gender Identification

Step 10: Select the *Applicants* Tab from the Job Posting to view a report. Select *Actions* and then select *Download Applicants Evaluations* to download and view your report.