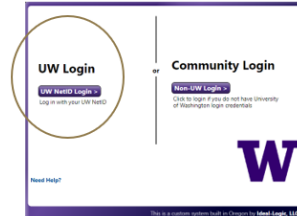


## SEXUAL MISCONDUCT DECLARATION TOOL | Quick reference guide

Departments use the Sexual Misconduct Declaration Tool to initiate the sexual misconduct declaration process when offering employment to students covered by the University's [Sexual misconduct disclosure policy](#).

This quick reference guide describes essential steps to follow to access the Sexual Misconduct Declaration Tool and enter final candidate contact information. For a description of how the SMD Tool operates, including how students are notified, view the job aid posted at <https://hr.uw.edu/talent/hiring-process/background-checks/sexual-misconduct-disclosure-policy/>.

1. Log in to the Sexual Misconduct Declaration Tool at <https://hr.uw.edu/hr-tools/sexual-misconduct-declaration-tool/> using your UW NetID Login.



2. In **New Form**, enter the name of the department the request is for.

**New Form**

**Enter prospective student employees**

Washington state law (RCW 28B.112) and University (UW) policy requires that prior to the official offer of employment, that the UW request that the:

- Final prospective student employees for certain types of student employment complete and sign a sexual misconduct declaration
- Final prospective student employees' previous Washington State higher education institution or postsecondary educational institution employers provide information about the individual's prior sexual misconduct

Use this tool to enter prospective student employees subject to these requirements (all academic student employees covered by the UAW collective bargaining agreement and any prospective student employees hired into a graduate student job profile).

Department

Which department is this request for?\*

3. Scroll down to add a candidate. **To add one name at a time, follow steps in 3a – 3c. To add more than one name, skip to Step 4 (next page).**

- a. To add one name at a time, click **+Add a Person**.

**Candidates**

No candidates have been added/uploaded.

**+ Add a Person** **Import People**

Click to add a new person

- b. Type in Last Name, First Name, or UW NetID (without the @uw.edu) to check if the candidate is already in the system. *Tip:* If you have their UW Net ID, use that instead of Last and First name.

If they are already in the system, you'll be prompted to use the existing spelling of their name and email address which will help reduce errors and minimize delay. If there is no match, you'll be prompted to enter their name and email address.

1. Type Last Name, First Name, or UW NetID to check for a match.

**+ Add a Person** **Import People**

**Add a New Person**  
First, please search to be sure the person is not already here.

Last Name  First Name (Optional)  OR UW NetID  **Search**

**Cancel**

2. If it shows **match found** and it is a correct match, click **Select**.

**+ Add a Person** **Import People**

**Add a New Person**  
First, please search to be sure the person is not already here.

Last Name  First Name (Optional)  OR UW NetID  **Search**

**1 match found.** Click the **Select** button next to the person you wish to select.

Select

3. If there is **No match**, enter the candidate's First Name, Last Name, and Email Address, then click **Create New Person**.

**No match?** Type the requested information below to add a new person.

First Name\*  Last Name\*  Email Address\*

**Cancel** **Create New Person**

Note: A declaration is required for each offer of employment (e.g., per position) regardless of whether there is a match in the system.

c. After selecting or adding a name, review entries and **Save for Later** or **Submit Form**.

**Candidates**

Last Name	First Name	Email Address	Actions
Sample	Sample	Sample	

+ Add a Person   Import People

Cancel Form   Save for Later   Submit Form

The information just added is shown on a list on the page. Add additional people, if needed (each gets a separate notification).

All done? Click **Submit Form** to confirm the submission (not shown).

The form can also be cancelled or you can save it for later.

4. Use **Import People** to add multiple names. Download an upload template, attach the file, and submit.

**Candidates**

No candidates have been added/uploaded.

+ Add a Person   Import People

Click to add a new person

**Import Spreadsheet**

1. Build Spreadsheet

The first step is to get your data into spreadsheet form. The list below shows the columns that should be in your spreadsheet. The names of the columns should be in the first row. You can download a sample spreadsheet and fill it in if you would prefer.

Download a Sample Spreadsheet

Data Field

First Name

Last Name

Email Address

2. Upload Your Spreadsheet

You may upload an Excel file (.xls or .xlsx), an OpenOffice/Libre Office file (.ods), or a Comma-Separated Value file (.csv).

Select Files to Upload   Drop Files Here

3. Attach the file (just like adding an attachment to an email).

4. Click **Done Importing** to add names. Information added will appear on a list for your review (see above).

Done Importing

**Import Spreadsheet**

3. Import Data

Use the buttons below to control the import of data. We suggest starting with just one or two rows and making sure that everything looks the way you want before you import everything. If the spreadsheet needs to be adjusted, you can use the Reset and Start Over button.

sample student import.xlsx (10KB)   Report and Start Over   Spreadsheet Format Details...

Paste   Continue >   More Options...   3/3   Finished   Restart

Source Data (3 rows)

	First Name	Last Name	Email Address
1	Test	Student	student@uw.edu
3	Sample	Student	sample@uw.edu
4	Example	Candidate	candidate@uw.edu

Import Complete

**Success!**

Click the Done Importing button below to close this window.

Done Importing

**Candidates**

Last Name	First Name	Email Address	Actions
Sample	Sample	Sample	
Test	Student	student@uw.edu	
Sample	Student	sample@uw.edu	
Example	Candidate	candidate@uw.edu	

+ Add a Person   Import People

Cancel Form   Save for Later   Submit Form

The information just added is shown on a list on the page. Add additional people, if needed (each gets a separate notification).

All done? Click **Submit Form** to confirm the submission (not shown).

The form can also be cancelled or you can save it for later.