# Applicant Diversity Survey – Statement of Collection

McMaster University recognizes and acknowledges that it is located on the traditional territories of the Mississauga and Haudenosaunee nations, and within the lands protected by the "Dish with One Spoon" wampum agreement.

The diversity of our community and our workforce is at the core of our innovation and creativity and strengthens our research, teaching and service excellence, as well as our broader learning environment.

In keeping with its Statement on Building an Inclusive Community with a Shared Purpose, McMaster University strives to embody the values of respect, integrity and collaboration, and therefore has a strong commitment to diversity, employment equity and inclusive excellence.

As part of McMaster's commitment to equity, diversity and inclusion, all applicants are invited to complete a confidential Applicant Diversity Survey ("Survey") through the online application submission process. The Survey questionnaire requests voluntary self-identification in relation to groups that have historically faced and continue to face barriers in employment, including: Indigenous (First Nations, Métis, or Inuit) peoples; persons belonging to racialized[1] communities; persons with disabilities; women; and members of marginalized sexual orientation and gender identity communities, collectively referred to as *equity-seeking groups*.

## Collection of Self-ID Information

The Survey is **voluntary**. All information collected is confidential and will only be used to support McMaster's efforts to broaden the diversity of our applicant pool and enhance our talent acquisition processes.

Recognizing the sensitivities around requesting and disclosing personal self-identification information, the Survey has been designed with the following considerations:

Each question allows you to select "I do not wish to answer this question" as a response.

- If you do not wish to answer a specific question, please select "I do not wish to answer this question" as a response.
- **Should you wish to opt out of completing the Survey**, please select "I do not wish to answer this question" as a response on **all** questions.

[1] The term racialized is preferred over "visible minority", which is defined by the government of Canada in the Employment Equity Act as persons, other than Indigenous peoples, who do not identify as Caucasian, European, and/or White in race, ethnicity, origin, and/or colour, regardless of birthplace or citizenship.

## How Will Your Information be Protected?

Below is our commitment to protecting your information:

1.  Applicant responses will be stored in an isolated table within McMaster's Human Resources Information System (Mosaic) with security protocols that prevent access. The data is kept separate from your job application records (for both internal and external applicants), as well as your employee records (for internal applicants).
2.  An **aggregate** summary of applicant responses for all questions may[2] be shared with designated individuals involved in the recruitment process; however, individual responses will **not** be shared, unless otherwise noted.
3.  Access to individual responses for all questions will be restricted to specific individuals in Human Resources Employment Equity and the Office of Institutional Research and Analysis who have responsibility for employment equity reporting. Their access to the data will be governed by strict security protocols and routinely audited.

## What is Aggregate Self-ID information?

Aggregate self-ID data or information, is described as a summary of applicant responses to the Survey, presented in a manner that allows key stakeholders to identify trends that could help inform recruitment decisions, while protecting the privacy of each applicant. The Aggregate summary shared with designated individuals includes the following information:

### *Survey Completion Rate*

- *Total Number* of Applicants who **have completed** the Survey
- *Percentage* of Applicants who have completed the Survey, relative to the total number of applicants who submitted an application to the specified job

- *Total Number* of Applicants **who have declined[3] to complete** the Survey
- *Percentage* of Applicants who have declined to complete the Survey, relative to the total number of applicants who submitted an application to the specified job

- *Total Number* of Applicants **who have not completed[4]** the Survey
- *Percentage* of Applicants who have not completed the Survey, relative to the total number of applicants who submitted an application to the specified job

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[2] Applicant responses for MUFA Faculty positions **will** be shared with designated individuals, in accordance with McMaster's Policy on Recruitment and Selection of Faculty Members (SPS A1). A summary of Applicant responses for all other positions will only be shared on an aggregate level for institutional reporting and planning purposes.
[3] By selecting "I do not wish to answer this question" as a response on **all** questions
[4] Applicable only to submissions received from external websites

### *Composition[5] of Equity Seeking Groups*

- *Total Number* of Applicants who have answered Yes to the applicable question
- *Percentage* of Applicants who have answered Yes to the applicable question, relative to the total number of applicants **who completed** the Survey

## Who Can See Your Information?

### Staff[6] Job Openings (including all other non-MUFA Job Openings)

The information you provide on the survey is stored in a strictly confidential database, separate from recruitment records as well as the Employment Equity Census (for applicants who are current McMaster employees). Any information directly related to you is confidential and will only be accessed by the Employment Equity Team within Human Resources Services for institutional reporting and planning purposes.

### Faculty[7] (MUFA only) Job Openings

The following individuals may have access to **aggregate** self-ID information, should they have an assigned role during the recruitment for a **specified** Job Opening:

- Employment Equity Facilitator[8]
- Search Committee Chair/Hiring Manager
- Search Committee Members
- Department Chair or designate
- Dean of the Faculty or designate
- Senate Committee on Appointments

**Aggregate** self-ID information for Faculty and Staff openings will also be provided on a Faculty, VP/AVP Area or University-wide basis within the biennial Employment Equity Census Report, as required for institutional reporting and planning purposes. The report will be posted on McMaster's Human Resources website, once available.

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[5] For each of the identified equity-seeking groups

[6] This includes all professional, technical, administrative, teaching and research support roles, as well as student and work-study positions that are posted on McMaster's internal careers portal (Mosaic). Please note, there are temporary/casual roles that are not posted.

[7] Excluding Clinical Faculty

[8] These are McMaster employees who have been trained primarily to participate on search committees as knowledgeable sources of information concerning employment equity and as process consultants, facilitating discussion about employment equity principles and best practices. There is typically only one Employment Equity Facilitator assigned to a Search Committee. In some instances, the Search Committee Chair/Hiring Manager may also have a dual role as the Employment Equity Facilitator on the Committee.

# How Will Your Information be Used?

The manner in which your information will be used during the recruitment process would differ based on the type of position you are applying for, as outlined below:

## Staff[9] Job Openings (including all other non-MUFA Job Openings)

McMaster remains committed to ensuring an equitable hiring process for all job openings, and further consultations are ongoing to determine how the Applicant self-ID data could inform the recruitment process for within other non-MUFA employee groups. This Statement of Collection document will be updated to reflect appropriate changes accordingly at a later time.

Applicant responses will be aggregated for institutional reporting and planning purposes only, and the data will allow us to better understand the diversity profile of our applicants to improve outreach and recruitment efforts, and develop initiatives to remove barriers to employment for the designated groups.

## Faculty[10] (MUFA only) Job Openings

Applicants who have answered Yes to <u>at least one</u> question on the Survey are considered to have self-identified as belonging to an equity-seeking group, and may be identified by Name or other identifier, as *'Candidate(s) of an Equity-Seeking Group'* for the purposes of increasing representation of equity-seeking groups at any stage during the application process.

In compliance with McMaster's [Policy on Recruitment and Selection of Faculty Members (SPS A1)](#), Applicant self-ID data will be reported in an **aggregate** manner at the following stages of the application process, unless otherwise noted:

### a. Initial Assessment Stage

The Committee Chair will review, in consultation with the Employment Equity Facilitator, the aggregate self-ID data of the applicant pool to assess the representation of equity-seeking groups, in comparison with Labour Market Availability data provided by Statistics Canada and reviewed by Human Resources Employment Equity. The Department Chair may discuss the aggregate self-ID data with the Dean of the Faculty as required.

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[9] This includes all professional, technical, administrative, teaching and research support roles, as well as student and work-study positions that are posted on McMaster's internal careers portal (Mosaic). Please note, there are temporary/casual roles that are not posted.

[10] Excluding Clinical Faculty

### b. Long List Stage

The aggregate self-ID data of the longlist indicating representation of equity-seeking groups should be reviewed in contrast with Labour Market Availability data.

If, in the opinion of the Committee Chair and the Employment Equity Facilitator, the longlist does not include a sufficient proportion of self-identified members of equity-seeking groups, the viable applicant pool will be re-examined to add any strong equity-seeking group applications to the longlist for further discussion among the committee. The Employment Equity Facilitator will liaise with Human Resources Employment Equity to identify strong applications from self-identified members of equity-seeking groups worthy of a 'second look'. The self-identification information of these candidate will be shared with the Chair of the Search Committee **only on a need-to-know basis**.

### c. Short List Stage

The Committee Chair will review, in consultation with the Employment Equity Facilitator, the aggregate self-ID data of the shortlist to assess the representation of equity-seeking groups in contrast with the profile of the longlist pool.

If, in the opinion of the Committee Chair and the Employment Equity Facilitator, the shortlist does not include any or a sufficient proportion of self-identified members of equity-seeking groups, determined on the basis of knowledge of labour market availability, the Chair, in consultation with the Employment Equity Facilitator, will review the applications of strong candidates from equity-seeking groups and consider adding them to the shortlist for interview. The Employment Equity Facilitator will liaise with Human Resources Employment Equity to identify strong applications from self-identified members of equity-seeking groups worthy of a 'second look'. The self-identification information of these candidates will be shared with the Chair of the Search Committee **only on a need-to-know basis**.

### d. Selection of Finalist Stage

If several candidates are found to be relatively equally qualified, preference will be given to candidate(s) of an equity-seeking group, considering the greatest gaps in representation of equity-seeking groups within the Department, Faculty and institution, thereby enhancing the University's ability to reach its employment equity goals and advance inclusive excellence.

In the event that there are more than one equally qualified candidates at the Finalist Stage, individual self-identification responses may be shared with the Search Committee Chair and Employment Equity Facilitator, for the purposes of determining which candidate is most suitable to advance Department, Faculty and University priorities, including advancing employment equity and inclusion excellence goals.

All personal information collected is handled in compliance with McMaster University's *Statement on Collection of Personal Information and Protection of Privacy* and the *Freedom of Information and Protection of Privacy Act of Ontario (FIPPA)*.

If you have any questions about the Survey or wish to review additional information on McMaster's Employment Equity program, please visit the Employment Equity website or contact Human Resources Services, Employment Equity at hr.empequity@mcmaster.ca.

# About the Applicant Diversity Survey

The Applicant Diversity Survey focuses on groups that have historically faced and continue to face barriers in employment, including: Indigenous (First Nations, Métis, or Inuit) peoples; persons belonging to racialized[11] communities; persons with disabilities; women; and members of marginalized sexual orientation and gender identity communities, collectively referred to as *equity-seeking groups*.

The Survey can be completed through the online application submission process in Mosaic, or a customized Lime Survey sent to applicants who have applied from external Job Boards.

## Survey Questions

1. Do you self-identify as an Indigenous Person?

    o No            o Yes            o I do not wish to answer this question

2. Do you self-identify as a member of a racialized community?

    o No            o Yes            o I do not wish to answer this question

3. Do you self-identify as a person with a disability?

    o No            o Yes            o I do not wish to answer this question

4. Do you self-identify as a woman?

    o No            o Yes            o I do not wish to answer this question

5. Do you self-identify as a person who is trans, transgender, Two-Spirit, gender non-conforming, gender variant, or an analogous term?

    o No            o Yes            o I do not wish to answer this question

6. Do you self-identify as Two-Spirit, Lesbian, Gay, Bisexual/Pansexual, Queer, or an analogous term?

    o No            o Yes            o I do not wish to answer this question

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[11] The term racialized is preferred over "visible minority", which is defined by the government of Canada in the Employment Equity Act as persons, other than Indigenous peoples, who do not identify as Caucasian, European, and/or White in race, ethnicity, origin, and/or colour, regardless of birthplace or citizenship.

## Definitions

- An Indigenous Person is First Nations (Status/Non-Status), Métis or Inuit (FNMI)

- The term "Racialized Persons" refers to persons of colour or someone other than an Indigenous person, who self-identifies as non-white or non-Caucasian in racial origin, regardless of birthplace or citizenship

- "Persons with Disabilities" refers to persons who have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment AND
  A. Who consider themselves to be disadvantaged in employment by reasons of that impairment OR
  B. Who believe that an employer or potential employer is likely to consider them to be disadvantaged in employment by reasons of that impairment

  This definition includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace

- Women are a federally designated group

- Trans or Transgender is an umbrella term referring to people whose gender identity differs from their assigned sex at birth and/or gender expression is more fluid rather than stereotypical femininity and masculinity gender norms. It includes but is not limited to people who identify as transgender, trans women (male-to-female MTF), trans men (female-to-male FTM), transsexual, Two-Spirit (as it relates to gender identity) or gender non-conforming, gender variant or gender-queer

- Persons who identify as Two-Spirit (as it relates to sexual orientation), Lesbian, Gay, Bisexual/Pansexual, or Queer, are individuals who belong to marginalized groups on the basis of non-heterosexual sexual orientation

# Frequently Asked Questions

**1. What is the Applicant Diversity Survey?**

The Applicant Diversity Survey is a confidential questionnaire developed as part of the University's employment equity efforts to enhance our workforce diversity, which is essential to our academic and service excellence. The Survey invites you to answer six self-identification questions and, as it is a voluntary survey, each question allows you to select "I do not wish to answer this question" as a response.

**2. What is Employment Equity?**

The diversity of our workforce is at the core of our innovation and creativity and strengthens our research, teaching and service excellence. We believe it is important for McMaster's workforce to reflect the diversity of our students and community. As a process, employment equity aims to remedy past and persistent bias and discrimination experienced by federally designated group members, by proactively identifying and eliminating barriers to employment and striving to achieve diverse representation throughout our workforce.

**3. Who are the federally designated groups?**

As a consequence of past and persistent bias and discrimination in employment, the federal government has designated four groups for whom federally contracted universities must demonstrate proactive efforts to remove barriers to employment and improve representation in the workforce. The four groups are: Indigenous (First Nations, Métis or Inuit) peoples, members of racialized communities ("visible minorities"), persons with disabilities, and women. McMaster has expanded its commitment to equity, diversity and inclusion to also supporting the removal of barriers to employment and improvement in representation of 2SLGBTQ+ persons of marginalized sexual orientation and gender identities.

**4. Why is the Diversity Survey included in the application process?**

Applicant self-identification information will help McMaster University to understand how successful we have been in our outreach and recruitment efforts to diversify our applicant pools and to identify and eliminate bias and barriers in employment practices for federally designated group members. In this way, self- identification applicant information helps us to promote inclusive, equitable and transparent merit-based talent acquisition processes. Your self-identification information is strictly confidential to the search process for the position to which you apply and self-identify.

**5. What if I have further questions?**

If you require further information about McMaster University's Employment Equity Framework, please visit the [Employment Equity website](). You may also contact **May-Marie Duwai-Sowa**, Employment Equity Specialist, by phone (905- 525-9140 ext. 24395) or email ([duwaisom@mcmaster.ca]()).