



# Applicant Self-ID Report User Guide



Prepared by:  
**Human Resources Services**

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**BRIGHTER WORLD**



## About the Applicant Diversity Survey

McMaster has a vision to achieve international distinction for creativity, innovation and excellence as a student-centred, research-intensive university, and to embody values of integrity, quality, inclusiveness and teamwork. Implicit in McMaster's vision and values, is its aspiration towards inclusive excellence – the notion that diversity is integral to quality in teaching, research, service and governance.

As part of McMaster's commitment to equity, diversity and inclusion, all applicants for employment at the University will be invited to complete a confidential Applicant Diversity Survey ("Survey") through the online application submission process in Mosaic<sup>1</sup>, effective the week of July 6, 2020.

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<sup>2</sup> communities; persons with disabilities; women; and members of marginalized sexual orientation and gender identity communities, collectively referred to as *equity-seeking groups*.

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.

With the Survey embedded in Mosaic, this information will now be collected for **all** Job openings posted within Mosaic. Please refer to the [Applicant Diversity Survey – Statement of Collection](#) for more information on the data collection.

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<sup>1</sup> McMaster's internal careers portal

<sup>2</sup> 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.

## Survey Questions

1. Do you self-identify as an Indigenous person?
  - No
  - Yes
  - I do not wish to answer this question
2. Do you self-identify as a member of a racialized community?
  - No
  - Yes
  - I do not wish to answer this question
3. Do you self-identify as a person with a disability?
  - No
  - Yes
  - I do not wish to answer this question
4. Do you self-identify as a woman?
  - No
  - Yes
  - 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?
  - No
  - Yes
  - 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?
  - No
  - Yes
  - I do not wish to answer this question

## 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

## About the Applicant Self-ID Report

This report provides a 'Gap Analysis'<sup>3</sup> of Applicant Diversity, based on applicant responses received in Mosaic.

The availability of this report and the manner in which the applicant self-ID information will be used during the recruitment process would differ based on the type of position, as outlined below:

### **Staff<sup>4</sup> 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.

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<sup>5</sup> (MUFA only) Job Openings**

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 multiple stages during the application process for a specific job opening.

Please refer to the [Applicant Diversity Survey – Statement of Collection](#) for additional information.

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<sup>3</sup> Further information about the Gap Analysis is available in subsequent sections of this User Guide

<sup>4</sup> 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.

<sup>5</sup> Excluding Clinical Faculty

## About the Data

Applicant responses to the Survey have been retrieved from Mosaic.

Applicant information received from external Job Boards such as Math Jobs, Econ Jobs, etc. are not captured within this report, and will be managed separately. Please contact [hr.empequity@mcmaster.ca](mailto:hr.empequity@mcmaster.ca) for additional information.

## Principles of Reporting

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

Further details of how applicants' privacy is protected are available in the [Applicant Diversity Survey - Statement of Collection](#).

## Formulas to Calculate the Percentages

The reported percentages of Completion Rates are calculated as follows:

- **Completion Rate** = *Total Count of Applicants who Completed the Survey / Total Number of Applicants*

The reported percentages of Indigenous Peoples, Racialized Persons, Persons with Disabilities and Women reflect Applicants who have self-identified as a member of the respective equity-seeking group, in comparison to the total number of Applicants who completed the census. Actual representation in the applicant pool may be higher or lower, particularly in instances where completion rates are low.

- **% of Equity-Seeking Group\*** = *Total Count of Applicants who answered Yes to the applicable question on the Survey / Total Count of Applicants who Completed the Survey*

\* For each of the respective equity-seeking groups

## Formulas for Calculating Gap Analysis Values

### Applicant Representation

**Description:** The number of applicants who have self-identified as a member of the specified equity-seeking group.

- **Representation (#)** = Total Count of Applicants who answered Yes to the applicable question on the Survey
- **Representation (%)** = Representation (#) / Total Count of Applicants who Completed the Survey

### External (Labour Market) Availability

**Description:** The number of applicants that should be available within the Labour Market for employment opportunities.

- **Labour Market Availability (#)** = Total Applicants who completed the Survey \* Labour Market Availability (%)
- **Labour Market Availability (%)** = Percentage values obtained from Statistics Canada, 2016 Census

**Note:** Statistics Canada currently does not provide Labour Market Availability values for members of marginalized sexual orientation and gender identity communities. As a result, the Gap for 2SLGBTQ+ identified communities cannot be analyzed and is unavailable in this report.

### Gap

**Description:** The variance between Applicant representation and the Labour Market Availability. A positive number indicates the diversity of the Applicant Pool is above the labour market availability, while a negative number indicates the diversity of the Applicant pool is below the Labour Market Availability.

- **Gap (#)** = Representation (#) – Labour Market Availability (#)
- **Gap (%)** = Representation (%) – Labour Market Availability (%)

### Utilization Rate, (UR)

**Description:** Represents how much of the gap is satisfied by the representation of Applicants. 100% is fully satisfied (gap of 0), anything below 100% indicates a gap, while anything above 100% indicates positive performance above the gap.

- **Utilization Rate, (UR)** = Representation (#) / Labour Market Availability (#)

The UR Values are displayed based on the Legend indicated below:

- **GREEN** - If the UR is **Greater than 80%**, this indicates there not a significant gap in representation.
- **YELLOW** - If the UR is **Between 50% and 80%**, this indicates there is a significant gap in representation.
- **RED** - If the UR is **Less than 50%**, this indicates there is a very significant gap in representation.

These thresholds have been established based on guidelines provided by Employment and Social Development Canada (ESDC)<sup>6</sup> on [How to conduct a workforce Analysis](#).

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<sup>6</sup> *Employment and Social Development Canada (ESDC)*, is the department of the Government of Canada responsible for developing, managing and delivering social programs and services.



## Gap Analysis Terms<sup>7</sup>

### 1. National Occupational Classification

The National Occupational Classification (NOC) is the nationally accepted classification system for occupations in the Canadian labour market. NOC codes, signaling both skill type and skill level, are the basis for grouping Employment Equity Occupational Groups. In the 2016 Census, data on occupation is based on the [National Occupational Classification \(NOC\) 2016](#).

### 2. Employment Equity Occupational Groups

Employers covered under the Legislated Employment Equity Program (LEEP), the Federal Contractors Program (FCP) and separate employers are required, for the purpose of reporting, to aggregate the different NOC codes that they have assigned to the occupations that exist within their organization into **14** Employment Equity Occupational Groups (EEOGs). EEOGs have been developed to reflect the underlying structure of the economy. Grouping NOC codes by EEOGs allows employers to track the movement of designated group members as they progress up in the hierarchy of the organization.

### 3. Census Metropolitan Area (CMA)

A Census metropolitan area (CMA) is formed by one or more adjacent municipalities centered on a large urban area (known as the urban core). It is an important Census geographical concept to understand and use as employers under the *Employment Equity Act* conduct workforce analysis using CMA level data.

Canada in 2016 had 35 CMAs, as compared with 33 in 2011. For more information related to the concept of CMA, please refer to Statistics Canada's [Dictionary, Census of Population, 2016](#). Due to the small sample size of the 2017 Canadian Survey on Disability, data is not available for Persons with Disabilities at the CMA level.

**Note:** For the purposes of determining the Gap analysis at the Local level within the Applicant Self-ID Report, the applicable CMA considered as **Hamilton** includes the following communities: Hamilton, Burlington, and Grimsby.

Six Nations is not included in the analysis because this area falls under the Brantford Census Metropolitan Area.

The geographic boundaries for all Census Metropolitan Areas are determined by Statistics Canada.

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<sup>7</sup> The definition of terms in this section are Excerpts from [Employment & Social Development Canada \(ESDC\)](#)

#### 4. Labour Market Availability (LMA)

The *Employment Equity Act* promotes “equality in the workplace so that no person shall be denied employment opportunities...for reasons unrelated to ability...” (Section 2 of the Act).

To that end, the Act requires employers to analyze their workforce and to take action where any of the four designated groups is under-represented relative to the **availability in the Canadian labour market** — referred to as Labour Market Availability (LMA) of similarly skilled designated group members in either:

- the Canadian workforce as a whole
- those segments of the Canadian workforce that are identifiable by qualification, eligibility or geography, and from which the employer may reasonably be expected to draw employees (section 5 of the Act, section 6 of the Regulations)

The types of jobs in an organization help to determine a reasonable area from which to draw employees. For example, highly specialized professional jobs may require a fairly wide recruitment area such as a province, a region or the country. Occupations requiring lesser skills can usually be addressed through recruitment at a local level, such as a Census Metropolitan Area (CMA).

Under the provisions of the *Employment Equity Act*, the Labour Program has provided availability rates to employers participating in the Legislated Employment Equity Program (LEEP) and the federal contractors participating in the Federal Contractors Program (FCP). The LMAs also are available on the [Open Government Portal](#).

**Note:** Statistics Canada currently does not provide Labour Market Availability values for members of marginalized sexual orientation and gender identity communities. As a result, the Gap for 2SLGBTQ+ identified communities cannot be analyzed and is unavailable in this report.

#### LMA for MUFA Faculty Positions

It should be noted that McMaster recruits for Faculty members internationally. However, due to limitations in the availability of Labour Market Data at an international level, the representation of MUFA Faculty has been compared to the Canadian Labour Market Availability.

Based on the 2016 Census, the Labour Market Availability values used to determine the Gap Analysis for **MUFA Faculty** positions are as follows:

## NOC 4011 (University Professors and Lecturers)

| Geographic Region                     | Indigenous Peoples <sup>a</sup> | Racialized Persons <sup>a</sup> | Persons with Disabilities <sup>b</sup> | Women <sup>a</sup> |
|---------------------------------------|---------------------------------|---------------------------------|--|--------------------|
| National (Canada)                     | 1.4%                            | 21.1%                           | 8.9% <sup>c</sup>                      | 44.0%              |
| Provincial (Ontario)                  | 1.1%                            | 25.1%                           | 10.3% <sup>c</sup>                     | 43.1%              |
| Local (Hamilton, Burlington, Grimsby) | 0.0%                            | 22.7%                           | 10.3% <sup>c, d</sup>                  | 44.9%              |

### Data Sources

- a. Workforce Population by Designated Groups, Employment Equity Occupational Groups and National Occupational Classification Unit Group
- b. Designated Groups Workforce Population by Employment Equity Occupational Groups
- c. LMA Data for Persons with Disabilities is available at the EEOG level only. This Data is not available at the National Occupational Code (NOC) Level. For the purposes of our workforce analysis, the availability for the applicable EEOG<sup>8</sup> has been provided as an estimate for the availability at the NOC Level.
- d. LMA Data for Persons with Disabilities is available at the National and Provincial Level only. This Data is not available at the Census Metropolitan Area (CMA) Level. For the purposes of our applicant gap analysis, the availability for Ontario has been provided as an estimate for the availability at the CMA level.

<sup>8</sup> NOC 4011 is categorized under EEOG **03 – Professionals**

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**Or visit the Employment Equity website at:**

**<https://hr.mcmaster.ca/employees/employment-equity/>**