Instructions to Complete McMaster University’s Employment Equity Census

Note: The census is open to all active Faculty, and staff, including students who are employed by the University and other interim employees.

Please follow the steps below:

1. Log in to Mosaic with your mac ID information: mosaic.mcmaster.ca

2. Click on the Drop Down for “Mosaic Home”, and select Employee Self Service

3. Within Employee Self Service, select the “Employment Equity Census” Tile
4. Review the information displayed and indicate your consent

   Consent
   
   • If you do not wish to complete the employment equity census, please check the “I do not want to complete the census” box below. In addition, each question allows you to select “I do not wish to answer this question” as a response.

   ○ I do not want to complete the census
   ○ I want to complete the census

   Last Completed: 03/18/2019

   Submit

5. If you have already completed the census, the completion date will be indicated

6. If you haven’t done so already, please proceed to complete the Census

7. You can also update your information as needed any time after completing the census

8. Please note the census is **ongoing** and can be completed at any time

Census information is confidential and carefully protected 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).

If you have any questions about the Census or would like additional information about McMaster’s Employment Equity program, please visit the Employment Equity website, review our Frequently Asked Questions or contact May-Marie Duwai-Sowa, Employment Equity Specialist, Human Resources at duwaisom@mcmaster.ca or 905-525-9140 ext. 24395.

Thank you for your participation on this very important initiative.