

Self-Identification Survey SAMPLES

1. Example of a Self-Identification Survey

PS. The survey contains information that is required to meet Employment Equity legislation. Only federally regulated organizations are mandated to collect employment equity information. Other organizations may choose to collect self-identification data. This is increasingly becoming the standard across Canada.

Information collected from this survey is confidential and will only be used by, or be disclosed for, carrying out the organization's obligations under the Employment Equity Act. With your consent, it may also be used for human resources management purposes related to employment equity. This includes referrals for training and developmental assignments, as well as the establishment of special programs. Completing the self-identification section of the survey is voluntary. However, completion of the employee identification section is mandatory, as is the return of the survey. Please note that an employee may be a member of more than one designated group and may update their information at any time. This survey is available in alternate formats.

This survey contains two types of questions: questions we are required to ask you pursuant to the Employment Equity Act, and questions that we are asking because we believe they are relevant to promoting diversity and inclusion even though they are not required by the Act. Questions seeking information in addition to that required by the Act are marked with an asterisk.

Employee self-identification survey (confidential when completed)

We are not required by the Employment Equity Act to ask questions marked with an *. We are asking these questions because we would like to better understand and address barriers to equality, diversity and inclusion in our workplace that may vary, even among the designated group

members as defined in the Employment Equity Act. As with all answers you provide to these questions, your responses will be kept strictly confidential and will not be shared with your manager or supervisor except to describe general trends without identifying you personally. As such, please note that identifying a disability in this survey does not constitute a request for accommodation, which should be made in accordance with the accommodation policy.

Employee Identification (mandatory)

Family Name:

Given name:

Employee ID:

Self-identification (voluntary)

Persons with disabilities are those that have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and who (a) consider themselves to be disadvantaged in employment by reason of that impairment, or (b) believe that an employer or potential employer is likely to consider them to be disadvantaged in employment by reason of that impairment. This also includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace.

Are you a person with a disability?

- Yes
- No
- Prefer not to say

* Please consider providing us with additional detail about your disability/disabilities (select all that apply):

- Not applicable (I have no disability)
- Prefer not to say
- Hearing
- Seeing
- Mobility
- Flexibility

- Dexterity
- Pain
- Learning
- Memory
- Developmental
- Mental and/or psychological
- Unknown disability type
- Other

For the purposes of the Employee Equity Act an Indigenous person is a North American Indian or a member of a First Nation, a Metis, or Inuit. North American Indians or members of a First Nation include status, treaty or registered Indians, as well as non-status and non-registered Indians.

Are you an Indigenous person?

- Prefer not to say
- Yes
- No

* If yes, please consider providing us with additional information about being Indigenous. Are you:

- Prefer not to say
- First Nation
- Inuit
- Metis

For the purposes of the Employee Equity Act racialized persons are persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in color, regardless of birthplace.

Are you a racialized person?

- Yes
- No

* If you are a racialized person, please consider providing us with additional information about your race. Are you:

- South Asian (e.g., East Indian, Pakistani, Sri Lankan, Indo-Caribbean etc.)
- Chinese
- Black

- Filipino
- Latin American
- Arab
- Southeast Asian (e.g., Vietnamese, Cambodian, Laotian, Thai, etc.)
- West Asian (e.g., Iranian, Afghan, etc.)
- Korean
- Japanese
- Mixed Race
- Other (please specify) _____

Do you agree that this information may be used for human resources management purposes related to employment equity?

- Yes
- No

Source: *Canadian Human Rights Commission*
(<https://www.employmentequitychrc.ca/en/factsheet-3>)

2. Example of a Self-Identification Survey

[Introduction]

[Privacy notice]

1. What is your date of birth?

-
- I prefer not to answer

2. Select the option that best describes your current gender identity.

- Gender-fluid
- Man
- Nonbinary
- Trans man
- Trans woman
- Two-Spirit
- Woman
- I don't identify with any option provided.
- I identify as:
- I prefer not to answer

3. Select the sexual orientation that best describes how you currently think of yourself.

- Asexual
- Bisexual
- Gay
- Heterosexual
- Lesbian
- Pansexual
- Queer
- Two-spirit
- I don't identify with any option provided.
- I identify as: (option to specify)
- I prefer not to answer

4a. Do you identify as Indigenous; that is First Nation (North American Indian), Métis, or Inuk (Inuit)?

- Yes
- No
- I prefer not to answer

4b. If “Yes”, select the option(s) that you identify with:

- First Nations
- Inuk (Inuit)
- Métis
- I prefer not to answer

5. Note: the Employment Equity Act defines visible minorities as “persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour”.

Do you identify as a member of a visible minority in Canada?

- Yes
- No
- I prefer not to answer

6. Select the population group(s) you identify with (note: if you answered “Yes” to question 4a [i.e. You are an Indigenous person], select “Population group not listed above” for this question.

You can also select from the list any other population group(s) that applies to you):

- Arab
- Black
- Chinese
- Filipino
- Japanese
- Korean
- Latin American
- South Asian (e.g., East Indian, Pakistani, Sri Lankan, etc.)
- Southeast Asian (including Vietnamese, Cambodian, Laotian, Thai, etc.)

- West Asian (e.g., Iranian, Afghan, etc.)
- White
- Population group not listed above.
- I identify as (option to specify):
- I prefer not to answer

7a. Note: the Accessible Canada Act defines disability as “any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment — or a functional limitation — whether permanent, temporary or episodic in nature, or evident or not, that, in interaction with a barrier, hinders a person’s full and equal participation in society”.

Do you identify as a person with a disability as described in the Accessible Canada Act?

- Yes
- No
- I prefer not to answer

7b. If “Yes”, select the type(s) of disability that applies to you:

Communications*

- Developmental
- Dexterity
- Flexibility
- Hearing
- Learning
- Mental health-related
- Memory
- Mobility
- Pain-related
- Seeing
- Disability not listed above.
- Option to specify:
- I prefer not to answer

* Using your customary language, do you have difficulty communicating, for example understanding or being understood? Do you use sign language? (Washington Group on Disability Statistics)

8a. What language(s) did you first learn at home in childhood and still understand? (Select all that apply)

- English
- French
- Another language
- I prefer not to answer

8b. What language(s) do you speak most often at home? (Select all that apply)

- English
- French
- Another language
- I prefer not to answer

Comments or suggestions about the self-identification questionnaire...

Source: Tri-Agency self-identification questionnaire

3. Example of a Self-Identification/ Employee Census Survey

XXX's new Strategic Plan entitled XXX codifies our institutional commitment to fostering equity, diversity and inclusion. XXX is also among many post-secondary institutions in Canada that have endorsed the federal Dimensions Charter, signaling its commitment to foster increased research excellence, innovation and creativity within the post-secondary sector in Canada across all disciplines, through greater equity, diversity and inclusion (EDI).

This is why XXX is undertaking an Employee Diversity Self-Identification Census of all employees. The self-identification questions relate to six dimensions of diversity including religion/faith/creed, gender and gender identity, racial and ethnic background, disability, sexual orientation and Indigeneity. Two additional questions relate to perceptions of employee engagement drawn from XXX's 2018 Employee Engagement Survey. An analysis of the responses to two additional questions will inform 's baseline understanding of its' workforce, and will contribute to an in-depth, intersectional understanding of the engagement and experiences of members of our communities. The Census includes 8 questions in total and will take approximately five minutes to complete.

Please review the information on XXX's Employee Diversity Self-identification website and FAQ's about why self-identification matters.

Privacy and Confidentiality

The confidentiality of the data is governed by and aligns with XXX's existing policies that govern and protects the privacy and confidentiality of data, the governance of computer networks, data access, storage and retention. The information employees provide will be kept strictly confidential in accordance with the terms of the 's Privacy Policy, Notice of Collection & Use of Personal Information, and XXX's Acceptable Use Policy and the Freedom of Information and the Protection of Privacy Act. No part of an employee's responses will become part of their employee file. The Census data will be stored separately. Any privacy and or data breach will be reported to XXX's General Counsel, and will be dealt with as per 's processes and requirements of the Information and Privacy Commissioner of Ontario. Information associated with the Census will be accessible ONLY to those employees associated with Employee Diversity Self-identification

Census in the Office of the VP, XXX and designated employees who provide technical support to PeopleSoft. Each employee with access to the data will sign a non-disclosure agreement.

Responses to the employee diversity self-identification questionnaire will be reported in a statistically aggregated summarized form using broad categories. You may withdraw your responses prior to aggregation and/or analysis. For statistical purposes, de-identified and aggregated data may be augmented with other information such as employee group, campus and or job role to inform evidence-based equity, diversity and inclusion (EDI) policy, priorities and action plans.

Participation

All full and part-time employees are required to complete the Census to ensure that we have valid results that can guide our efforts to be more equitable and inclusive. Self-identification is voluntary for each question as there is a 'prefer not to answer' option. If an employee does not wish to participate in the overall questionnaire, they can identify at the beginning of the questionnaire that they choose not to participate. Participating in the survey or by indicating that an employee prefers not to answer questions will have no impact on their employment status. No supervisor will have access to an employee's diversity self-identification information.

Further information

If you have any questions about the collection, use and reporting of this information by XXX please review the FAQs on the XXX Employee Diversity Self-identification website or contact XXXX

Thank you for your support and commitment to your community.


Acknowledgement

I have read and understood the reasons XXX is collecting this information, how it will be protected and used, and who will have access to the information.

(company name) Diversity Self-Identification Employee Census Instructions

Please read each question carefully and check the response you feel best applies to you. Some questions allow you to check more than one box to indicate multiple answers. If you want to change an answer, unselect your answer and click the box beside your new answer. You may also decline to answer specific questions by choosing “I prefer not to answer”.

If you do not wish to respond to the overall questionnaire, you can check the box at the beginning of the questionnaire to indicate that you choose not to participate. This will allow your response to be included in the response rate to the Census even if you did not choose to provide any information. Each question uses a closed ended multiple-choice format and includes the option of a fill in the blank category using your own words, and the option of selecting “I prefer not to answer” or where applicable “I prefer not to specify. The questionnaire may take up to 5 minutes to complete.

If terms used in the questions are not familiar to you, please click on the  box and an information window will open with further information.

Once you have completed (company name) Employee Diversity Self-Identification Census, your information is always available to you for review and or update by accessing your information through the secure and confidential PeopleSoft Employee Self-Service portal.

Thank you for contributing to this important initiative.

Employee Diversity Self-Identification Questions

At this time,

1. I choose to participate in the Employee Diversity Self-identification Census.
2. I choose not to participate in the Employee Diversity Self-identification Census.

Gender and Gender Identity

Gender can be described as the social characteristics attributed to each sex. Gender identity is each person’s internal and individual experience of gender. It is their sense and expression of being a woman, a man, both,

neither, or anywhere along the gender spectrum. Gender identity is fundamentally different from sexual orientation.

For the purposes of the Employee Diversity self-identification:

1. **Do you self-identify as** (choose all that apply or choose “I prefer not to answer”):

- Woman
- Man
- Trans
- Two-Spirit
- Alternative/analogous term (Please specify)

I prefer not to answer

Sexual Orientation

Sexual orientation is an enduring pattern of romantic or sexual attraction (or a combination of these) to persons of the opposite sex or gender, the same sex or gender, or to both sexes or more than one gender.

For the purposes of the Employee Diversity self-identification:

2. **Do you self-identify as** (choose all that apply or choose “I prefer not to answer”):

- Gay
- Lesbian
- Straight/Heterosexual
- Bisexual
- Queer
- Two-Spirit
- Alternative/analogous term (Please specify)

I prefer not to answer

Persons with Disabilities

Disability covers a broad range and degree of conditions, some visible and some not visible. It should be noted, the definition of disability is an evolving concept and has been expanded to include interactions between persons with related restrictions and attitudinal and environmental barriers that hinder full, equal and effective participation in society.

For the purposes of the XXX Diversity Self-Identification, persons with disabilities have a physical, mental, emotional/psychiatric or learning disability, which may result in a person experiencing disadvantage or barriers concerning any or all aspects of employment.

For the purposes of the Employee Diversity self-identification:

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

- Yes
- No
- I prefer not to answer

(If answer is yes, the following questions appear)

a) **Please provide information to assist XXX to better understand its diversity and barriers that may impact people with specific categories of disabilities. Since we cannot capture every type of disability an individual may identify with, the following terms are provided as representative categories. Please select all that apply.**

- Visible
- Non-Visible (not readily apparent)
- Both
- Mobility/Dexterity (e.g. arthritis, paraplegia, muscular dystrophy, spina bifida)
- Blind or low vision
- Deaf or hard of hearing
- Speech/Language (e.g. stuttering)
- Intellectual (e.g. fetal alcohol syndrome, Down's syndrome)
- Learning (e.g. dyslexia)
- Mental/emotional health (e.g. anxiety disorder, depression)
- Chronic Condition (e.g. multiple sclerosis, Crohn's, cancer, auto-immune conditions)
- Alternative/analogous category (please specify)

I prefer not to specify

Indigenous/Aboriginal People

Indigenous/Aboriginal person is an individual who is recognized as “one of the Aboriginal peoples of Canada” within the meaning of section 35 of the Constitution Act, 1982, which further states that for the purposes of the Constitution, the “Aboriginal peoples of Canada includes the First Nations, Inuit, and Métis peoples of Canada. In addition, we recognize current and future employees may include people who identify as Native American.

For the purposes of Diversity Self-Identification:

4. Do you self-identify as an Indigenous/Aboriginal person?

- Yes
- No
- I prefer not to answer

If answer is yes – new screen appears

a) If yes, please, indicate which of the following best applies to you (you may choose all that apply or choose I prefer not to specify). If you also identify with another racial or ethnic group, please specify in Question 5.

- First Nations
- Métis
- Inuit
- Native American
- Alternative/analogous term (please specify) _____
- I prefer not to specify

Racialized People/People of Colour

The term “people of colour” or “racialized people” includes persons who are non-Caucasian in race or non-white in colour, regardless of place of birth or citizenship. This does not include persons who self-identify Indigenous/Aboriginal People (defined above).

For the purposes of Diversity Self-Identification:

5. Do you self-identify as a “Person of Colour” or “Racialized Person”?

- Yes
- No
- I prefer not to answer.

If yes, new screen appears

Race and Ethnicity This self-identification is not intended as an indication of one’s place of origin, citizenship, language or culture and recognizes that there are differences both between and among subgroups of persons of colour/racialized people. If you identified as Indigenous/Aboriginal in Question 3, please use this question to identify any other race or ethnicity groups with which you identify.

For the purposes of (company name) Diversity Self-Identification:

6. What racial and ethnic origins do you identify with (choose all that apply or choose “I prefer not to specify”)?

- Arab
- Black (e.g. African, American, Canadian, Caribbean)
- Chinese
- Filipino
- Japanese
- Korean
- Latin/Hispanic American
- South Asian/West Indian (e.g. Bangladeshi, Pakistani, Trinidadian, Sri Lankan)
- South East Asian (e.g. Vietnamese, Cambodian, Thai)
- West Asian (e.g. Iranian, Lebanese, Afghan)
- Indigenous person outside of Canada
- Multiracial
- Alternative/analogous term (please specify)_____
- I prefer not to specify

Faith, Creed, Religion

Creed refers to religious beliefs and practices. It is defined as a professed system and confession of faith, including both beliefs and observances of worship. Creed may also include non-religious belief systems that, like religion, substantially influence a person's identity, worldview and way of life such as the spiritual faiths/practices of Indigenous worldviews/spiritualities.

For the purposes of (company name) Employee Diversity Self-Identification:

7. Do you self-identify as a person of faith, religion, creed?

- Yes
- No
- I prefer not to answer

If yes, what faith, creed or religion(s) do you self-identify with (check all that apply or choose "I prefer not to specify")

- African diasporic religions (e.g. Yoruba, Santeria, Vodun)
- Buddhism
- Chinese traditional / Daoism / Confucianism
- Christianity
- Hinduism
- Indigenous Spirituality
- Judaism
- Islam
- Paganism / Wicca
- Sikhism
- Agnostic
- Atheist / No Religious Affiliation
- Alternative/analogous term (please specify) _____
- I prefer not to specify

The following two questions focus on the perceptions of XXX as a place to work. The information you provide follows the same privacy and confidentiality processes and conditions as the previous questions. You have the option to respond with “I prefer not to answer”.

8. I would not hesitate to recommend XXX to a friend seeking work.
 - a. Strongly Disagree
 - b. Disagree
 - c. Slightly Disagree
 - d. Slightly Agree
 - e. Agree
 - f. Strongly Agree
 - g. I prefer not to answer

9. We have a work environment that values diverse backgrounds and ways of thinking.
 - a. Strongly disagree
 - b. Disagree
 - c. Slightly Disagree
 - d. Slightly Agree
 - e. Agree
 - f. Strongly Agree
 - g. I prefer not to answer

Thank you for participating in the 2020 Employee Diversity Self-ID Census.
If you have any questions, please contact:
Source: Sheridan College

4. Example of a Self-Identification Survey

XXX University values diversity and welcomes applications from qualified national and international academics. XXX University has an Affirmative Action Program with respect to its faculty and librarian appointments. The designated groups are women, members of racialized groups, persons with disabilities, Indigenous Peoples and persons who self-identify as 2SLGBTQ+. Self-identifying as a member of one or more of these designated groups is optional but is required in order to be considered in the Affirmative Action Program. We encourage you to self-identify by checking the appropriate box(es) below, which may apply to you. The information provided will be used solely for the purpose of Affirmative Action hiring.

For further information about the Affirmative Action Program, please contact the Affirmative Action line at xxx-xxx-xxx.

NAME OF CANDIDATE: Click or tap here to enter text.

Women

Yes No

Indigenous Peoples of Canada who are First Nations, Inuit, or Métis;

Yes No

If you are Indigenous to outside of Canada, please check “Indigenous Peoples outside of Canada” below

Members of Racialized groups are persons, other than Indigenous peoples of Canada [Indigenous to Canada including First Nations, Inuit, or Métis], who are non-Caucasian in race or non-white in colour, regardless of birthplace.

Based on this definition, are you a member of a racialized group?

Yes No

If you answered “yes”, you are invited to voluntarily check all that apply :

- Arab
- Black (e.g., African, American, Canadian, Caribbean)
- Chinese
- Filipino

- Japanese
- Korean
- Non-White Latin American (including Indigenous persons from Central and South America)
- Non-White West Asian (e.g., Iranian, Lebanese, Afghan)
- South Asian (e.g., Bangladeshi, Pakistani, Indian, Guyanese, Trinidadian, Sri Lankan, East African)
- South East Asian (e.g., Burmese, Cambodian/Kampuchean, Laotian, Malaysian, Thai, Vietnamese, Indonesian)
- Persons of mixed origin (e.g., with one parent member of a visible minority group)
- Native American or American Indian, Alaska Native or Native Hawaiian (Kanaka Maoli)
- Indigenous peoples outside of Canada

Persons with disabilities

Yes No

2SLGBTQ+

Yes No

I confirm that I have read and understood the information above.

SIGNATURE: Click or tap here to enter text.

DATE: Click or tap to enter a date.

Source: York University

5. Example of a Self-Identification Survey completed for the 50 – 30 Challenge

[Introduction]

[Privacy notice]

As a participant in the Government of Canada’s 50 – 30 Challenge, XXX is committed to increasing diversity in senior leadership roles and on its board.

The 50 – 30 Challenge is an initiative between the Government of Canada, Canadian businesses and diversity organizations.

The goal of the program is to challenge organizations to increase the representation and inclusion of diverse groups within their workplaces, while highlighting the benefits of giving all people a seat at the table.

The two goals of the 50 – 30 Challenge are:

- Gender parity of 50% or more on our board and among senior management. This includes representation from all marginalized genders, including, but not limited to: women, non-binary, trans, Two-Spirit and gender diverse people.
- Significant representation (“30%”) on our Board and senior management of other diverse groups including racialized persons, people living with disabilities (including invisible and episodic disabilities), and members of the 2SLGBTQIA+ communities.

As you are a member of the board/hold a senior management position here at XXX, we are asking you to take 2 minutes to fill out the four questions in this survey. The data collected will allow us to measure and report on the current makeup of our board and senior management team in relation to the goals of the 50 – 30 Challenge goals and tailor actions that support equitable and inclusive leadership recruitment and retention practices.

How Your Privacy will be Protected

The survey is anonymous and has been designed so that as few questions as possible are being asked. If you do not feel comfortable answering a specific question, you can select “Prefer Not to Answer”.

Data will be reported on in aggregate based on the two goals of the 50 – 30 Challenge - (gender parity and significant representation) as outlined above.

Data will be collected and reported on by limited authorized personnel in XXX’s Office of Planning and Accountability in accordance with BC’s Freedom of Information and Protection of Privacy Act (FIPPA). For any questions email XXX

Do you identify as a cisgender man? (Meaning that your assigned sex at birth was male and you still identify as a man.)

Reasoning: Part of the 50 – 30 challenge is to report back on the gender diversity of leadership and the board. Part of our commitment to the 50 – 30 challenge is to ensure that we have at least 50% representation from members of all marginalized genders.

- Yes
- No
- Prefer not to answer

Do you consider yourself to be a part of the 2SLGBTQIA+ community?

2SLGBTQIA+ is an acronym that stands for Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual and additional sexual orientations and gender identities. For full clarity, this acronym does not include straight cisgender allies.

- Yes
- No
- Prefer not to answer

Do you identify as a person with a disability?

A person with a disability is anyone with psychological or medical conditions, whether permanent, temporary, or episodic in nature, evident or not, that affect their functioning, which they consider a disadvantage in their working environment, or for which they need an accommodation.

- Yes
- No
- Prefer not to answer

Do you identify as Black, Indigenous, and/or a Person of Colour?

- Yes
- No
- Prefer not to answer

Source: Kwantlen Polytechnic University