

# Memorial's Self-Identification Survey

## Frequently Asked Questions

How can I access the survey?

To access the survey, login to [my.mun.ca](http://my.mun.ca) and click on the following tabs: Employees; Current Pay, Leave, Equity and Employee Self Service Data; Employee Services; and Employment Equity Survey.

Why is this survey being conducted and how will the information collected be used?

The survey is being conducted to collect information about employment equity at Memorial. The information collected will be compared against labour market data to identify areas of under representation of designated groups at all occupational levels within our workforce. The information will then be used to help set employment equity goals, monitor progress towards achieving these goals, guide employment equity programming, and help the university remove barriers to employment and advancement.

Information collected will only be used for employment equity purposes.

Why is everyone asked to complete the self-identification survey?

All employees who are full-time, part-time or equivalent are being asked to complete the survey, this includes students who hold a staff and/or faculty position.

Self-identification information is compared against labour market data to help the university understand how the make-up of our workforce compares to the workforce in our area. Even if you are not a designated group member, your information is needed to help the university ensure social equality for all employees.

Is completion of the survey mandatory?

All employees are encouraged to complete the survey; however, if you do not wish to participate, please indicate this by checking the box that says "I have decided not to answer the equity survey."

Do I need to complete the survey if I have completed it in the past?

Yes, if you have filled out a similar survey in the past, you are asked to complete the updated survey to ensure that you are counted correctly and to ensure that our information is current.

Can I change information I have submitted in the past about myself?

You can update your information at any time by accessing the survey.

Will my information be kept confidential?

Responses are kept strictly confidential with access limited only to those employees working directly with employment equity and related data. Individual data is never released.

Could I be disadvantaged in any way by providing this information?

No. The information you provide on the survey is stored in a strictly confidential employment equity database. Information is presented in summary form for use in the Employment Equity and Diversity Plan and subsequent annual employment equity reports.

I have received a workplace accommodation. Should I still identify as a person with a disability?

Yes. All individuals with disabilities, including those who have been accommodated in the workplace, are asked to self-identify. It is important to do so because accommodation and self-identification are not always linked.

Can I identify in more than one group?

Yes. Employees can identify in more than one designated group. The self-identification survey includes definitions to help you accurately identify which group(s) you may belong to.

Where do I fit?

The following are some examples.

- I have dyslexia, but with accommodation I am able to perform my job. Is this considered a disability?

Yes, if you require accommodation to perform your job then you are considered a person with a disability.

- I have a mental health condition/illness. Is this considered a disability?

Yes.

- I have Crohn's disease, or epilepsy, or diabetes. Is this considered a disability?

Yes.

- I wear glasses all the time. Is this considered a disability?

It is considered a disability if your eye condition cannot be sufficiently corrected by wearing glasses or contact lenses.

- I have a broken leg. Is this considered a disability?

No. It is not considered a disability since your recovery and return to your earlier level of activity are likely to be achieved with time.

- I am Chinese and I am a Canadian citizen. Am I considered to be a visible minority/racialized person?

Yes. According to the Federal Government definition, you are considered to be a visible minority/racialized person if you are non-Caucasian in race or non-white in colour. This definition is not based on place of birth, citizenship or religion.

- I am a person of mixed descent, both Aboriginal (Indigenous) and Black. How do I identify myself?

A person who is of Aboriginal (Indigenous) descent and identifies as a visible minority/racialized person can self-identify in both the Aboriginal and visible minority/racialized person sections.

Who should I contact to receive an alternative survey format?

If you require a paper format or another accessible format, please contact the employment equity office at [equity@mun.ca](mailto:equity@mun.ca).

Who do I contact if I have questions about employment equity and diversity at Memorial?

For information about employment equity and diversity at Memorial, please contact the employment equity officer at [equity@mun.ca](mailto:equity@mun.ca) or call (709) 864-2548.