Dear Colleague,

Almost one year ago, UBC staff and faculty were asked to complete the new and on-line Employment Equity Census Questionnaire. The information gathered helps us to determine the representation of designated equity groups at UBC, and to indentify and remove barriers that may exist in recruitment, hiring, training, retention and promotion practices.

To provide a brief summary, at UBC, 44% of staff and faculty have completed or submitted the questionnaire, and a few have raised objections. Yet more than 5,400 remain outstanding. According to our records, you have not yet responded. I am therefore contacting you once again, in the hope that you will complete the Employment Equity Census Questionnaire. It’s important to us that you take a few minutes to participate. The integrity of the data and the direction of our work is directly connected to your participation.

If you recently completed and submitted the questionnaire, please accept our thanks. If not, the online census questionnaire can be accessed at Employment Equity Online Census, where you will find a Step-by-Step Guide for completing this quick and easy survey. For easy reference, the Step by Step Guide is appended below. If you have any questions about employment equity or this census, please go to our FAQs document or contact the Equity Office at equity@equity.ubc.ca or call 604.822.6353. Thank you for your cooperation.

STEP BY STEP GUIDE TO COMPLETE THE ON LINE EMPLOYMENT EQUITY CENSUS

1. Log on to Faculty and Staff Self-Service at www.msp.ubc.ca.
2. Locate mySurveys box on the bottom left menu.
3. Click on Employment Equity Census Survey.
4. Complete the Survey.
5. If you do not wish to complete the Survey – Check the box on the first question ‘If you do not wish to complete this census, please check this box’, and close the browser.
6. You are Done!

Other Options

1. You may complete the Employment Equity Census (PDF) and send it by: a. E-mail: equity@equity.ubc.ca OR b. Fax: 604.822.6993
2. You may also request a paper version of the Employment Equity Census by e-mailing equity@equity.ubc.ca.

We are grateful for your participation. The success of UBC’s employment equity program depends upon a complete and accurate database. For more details on equity, please visit www.equity.ubc.ca.

Tom W. Patch
Associate Vice President, Equity