The following and attached messages concerning the Employment Equity Census are sent on behalf of the Equity Office. Please distribute widely to faculty and staff, drawing attention to the deadline of tomorrow, December 12.

Charlotte Passmore  
Director, Office of the Provost and Vice President Academic

The new Employment Equity Census is now underway. If you have already submitted your census form, thank you! All staff and faculty who submit their form by December 12 will be entered in a draw for 1 of 12 Apple iPod Shuffles. If you haven’t submitted your form yet, you can access the census questionnaire via CWL or complete the attached PDF for return to the Equity Office. Thank you.

**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](http://www.msp.ubc.ca).
2. Locate mySurveys box on the bottom right 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!

If you do not have a CWL Log-in, you may wish to sign up for one at [www.cwl.ubc.ca](http://www.cwl.ubc.ca).

If you have any questions or concerns, please contact the Equity Office at [equity@equity.ubc.ca](mailto:equality@equity.ubc.ca) call 604.822.6353 or visit our website at [equity.ubc.ca/employment/employment-equity-online-census/](http://equity.ubc.ca/employment/employment-equity-online-census/)