

## **Employment Equity Census 2025 Frequently Asked Questions**

### **1) What is the Employment Equity Census?**

The employment equity census is a University campus-wide questionnaire to collect employment equity data on its employment workforce to identify the scope of the University's diversity.

### **2) What is the purpose of the Employment Equity Census?**

The purpose of the employment equity census is to assist the University in developing and delivering initiatives to promote equity, diversity, and inclusion at the University of Windsor. It will also help inform requirements for specific employment equity programs at the University.

### **3) What data are you collecting on the Employment Equity Census?**

The employment equity census collects data on the four federally designated groups: women, Indigenous peoples, racialized people/visible minorities and persons with disabilities. In addition, data is collected on a fifth designated group that the University of Windsor recognizes, which is sexual/gender minorities (2SLGBTQIA+). Please note that the definitions and terminology used regarding the four designated groups are in accordance with the Federal Contractors Program and Employment Equity Act.

### **4) Why participate in the Employment Equity Census?**

By participating in the employment equity census, you have an opportunity for self-identification. It is important that individuals can self-identify to which designated group(s) they primarily identify with. This also gives employees a chance to update their status since their hire date.

### **5) Is the Employment Equity Census confidential?**

All census information will remain strictly confidential. The information collected in this survey under the authority of the [Employment Equity Act, 1995, 9\(1\)\(a\)](#) is confidential, but not anonymous. The information collected will not be used or disclosed except in accordance with the [Employment Equity Act, 1995 under the Act 9\(3\)](#). The census information will only be used to support the University's commitment to employment equity. To protect your privacy, the data will be reported in an aggregate, summarized format that does not identify individuals.



**Department of Human Resources and  
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6) Does the Employment Equity Census have to be approved by the Research Ethics Board (REB)?

The Employment Equity Census is not one of the things that fall under the REB process. REB review/clearance is not required, as the Survey is for a specific non-research purpose and under legal authority. The University of Windsor follows the requirements outlined from the Employment Equity Act and Federal Contractors Program under the collection of information for designated groups.

7) How will I receive the Employment Equity Census?

Log onto [UWinsite People](#) using your UWindsor userID and password credentials. Click on the “Journeys” icon and the survey will be available for submission.

8) What if I don’t have a UWindsor Email?

You can access the Census by logging onto the UWinsite People portal. Please follow these steps:

- Log onto UWinsite People portal <https://www.uwindsor.ca/uwinsite/people/>
- Log in using your UWindsor identification and password
- Under the menu click on “Home”
- Click on “Journeys” icon
- The survey will be available for submission

9) What if I don’t have access to the Internet?

The University of Windsor has kiosks located to access the Internet. The Human Resources department on the 5<sup>th</sup> floor of Chrysler Hall Tower has a computer that you can use to log onto UWinsite People. There are HR employees that can assist you if you are experiencing technical issues. Employees can log onto the UWinsite People portal to access their pay stubs, T4’s, change their address, update their pronouns, and also access the Employment Equity Census (instructions shown in previous question).

10) Will the Employment Equity Census be offered in an alternate format?

The Employment Equity Census will only be available through accessing the UWinsite People portal. This is done online through electronic devices connecting to the internet. If you do not have access to internet or a device, please visit the University computer labs or kiosks located throughout the University campus. The Human Resources department on the 5<sup>th</sup> floor of Chrysler Hall Tower has a computer that you can use to log onto UWinsite People. There are HR employees that can assist you if you are experiencing technical issues.

11) How do I access the Employment Equity Census?

You will need your UWindsor identification and password to connect you to a secure website.

12) Why does it say that the survey is “Mandatory”? Such as, “This task is mandatory”.

This terminology, “Mandatory”, is hard coded on UWinsite People. Although the survey is voluntary to complete, submission is required. To accommodate the required submission, the “mandatory” functionality was activated on UWinsite People and the sentence “This task is mandatory” is hard coded as such. Unfortunately, this cannot be customizable.

13) Is the Employment Equity Self-Identification Survey a phishing scam?

No, the Employment Equity Self-Identification Survey is not a phishing scam. In addition, the original message that contained the survey was NOT a phishing scam.

14) How long will it take to answer the Employment Equity Census?

Completing the census should take approximately 2 or 3 minutes.

15) Who needs to submit the Employment Equity Census?

All permanent, temporary, full-time and part-time employees at the University of Windsor, including those recently hired, will need to submit the census questionnaire. This includes all academic faculty/staff and non-academic staff, unionized and non-unionized.  
(Student employees are not included.)

16) Do I need to submit the Employment Equity Census?

Responses to the questions are voluntary and confidential, however, submitting the census form is required. Should you not wish to complete the census, there is a check a box found on the last page of the census under “OPTION” that you can select and submit.

17) Can I update my status in the future?

Yes, you can create a ticket through TeamDynamix and this will initiate the process of updating the information you provided in the Employment Equity Census at any time in the future.

18) Who do I contact for more information?

For more information, please contact the Employment Equity Specialist at the University of Windsor by email: [employmentequity@uwindsor.ca](mailto:employmentequity@uwindsor.ca) or phone: 519-253-3000 ext. 2057.