

# EMPLOYMENT EQUITY REPORTING: FREQUENTLY ASKED QUESTIONS FOR STAFF HIRES

## BEFORE YOU BEGIN

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### When should I begin a competition in QEAP?

Ideally, prior to advertising, the Employment Equity (EE) Rep should begin the process and start a new competition in order to review the designated group profile for the Unit. The QEAP Competition number is also required when completing a Staffing Request Form (SRF) in CareerQ.

### I am a new EE Rep for an upcoming search, and I need to begin the Equity Reporting process, how do I get access to the online Queen's Equity Appointments Process (QEAP)?

Contact Equity Services by email: [equity@queensu.ca](mailto:equity@queensu.ca). Once they've verified that the EE Rep has taken the necessary Employment Equity training, Equity Services will grant user access to QEAP. Once Equity Services has given you access rights, the application can be found here: <https://www.queensu.ca/equity/secure/qeap/>

### Can the Hiring Manager act as the Employment Equity Representative on the hiring committee, and if not, then who should?

We strongly encourage that the Hiring Manager **not** be the EE Rep as the role and functions are different than that of the Hiring Manager. Although all committee members should be knowledgeable of employment equity principles, it is the responsibility of the EE Rep to ensure a fair and equitable hiring process. The role of the EE Rep would best be suited to someone in a managerial role and/or someone who is confident with advocating the employment equity principles to the committee and able to speak with authority on equity related issues without fear of reprisal.

## DESIGNATED GROUP PROFILE

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### What is a Designated Group Profile?

The Designated Group Profile is populated using employee data that is collected through the Queen's Human Resources Information System (HRIS) PeopleSoft and the ICOUNT Queen's Equity Census. The Designated Group Profile outlines a ranking showing which designated groups are under-represented in your unit. In order to determine which designated group is

most under-represented in each unit, the percentage in your unit is compared to the Canadian Workforce Population. (the benchmark defined by the [Federal Contractor's Program](#)).

### **When should the EE Rep review the Designated Group Profile?**

Ideally, prior to advertising. As soon as a department is aware of a search commencing, and once an EE Rep is chosen, the EE Rep should begin a competition in the QEAP App which will generate a designated group profile. The designated group profile can assist when choosing where to place advertisements in order to attract candidates from equity-seeking groups.

### **Our unit is under-represented in men, why does the Designated Group Profile not reflect this?**

Historically, men have not been disadvantaged in the work force and therefore the Employment Equity Act does not designate men to be an under-represented group.

## **TRAINING**

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### **One or more of our Committee members has not attended any employment equity training; can we move forward or convene just to discuss preliminary matters?**

The Principal's Office has mandated that all members of a hiring committee must have employment equity training in Staff Hiring. Equity Services can identify a competition in the QEAP application without compliance; however, the expectation is that the committee does not convene - to discuss administrative or substantive matters - until every member of the Committee has received the required training.

### **Should committee members external to Queen's receive the training?**

It is recommended that all members on a staff or faculty hiring committee complete Queen's employment equity training prior to sitting on the committee.

### **I would like to attend a Staff Equity Rep workshop. What prerequisites are there?**

In order to attend a Staff Equity Rep workshop, you need to first take the [Staff Hiring](#) training.

### **I am not planning to be the Employment Equity Representative. Do I need to take the EE Rep workshop?**

No, you do not. However, we welcome all individuals interested in taking this training to do so.

## ADVERTISING

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### What statements should be included in our Advertisements?

The following equity and accessibility statements **must** be included in **all** advertising:

*The University invites applications from all qualified individuals. Queen's is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Aboriginal peoples, persons with disabilities, and LGBTQ persons. All candidates are encouraged to apply; however, in accordance with Canadian Immigration requirements, Canadian citizens and Permanent Residents of Canada will be given priority.*

*To comply with Federal laws, the University is obliged to gather statistical information about how many applicants for each job vacancy are Canadian citizens / permanent residents of Canada. Applicants need not identify their country of origin or citizenship, however, all applications must include one of the following statements: "I am a Canadian citizen / permanent resident of Canada"; OR, "I am not a Canadian citizen / permanent resident of Canada".*

*The University will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. Candidates requiring accommodation during the recruitment process are asked to contact: (your contact)*

### How do I decide on a recruitment strategy with equity in mind?

Ideally, the Hiring Manager and the EE Rep should receive direction from the Unit Head on which of the designated groups (refer to the designated group profile in the QEAP) the Unit should focus its recruitment strategy. This could be the designated group that is most underrepresented, or a decision could be made to focus efforts on the smallest gap, for example. There is no right or wrong here, other than having no strategy.

### When reporting on additional measures taken to attract members of designated groups, what are some suggestions for completing these fields?

The EE Rep should list any recruitment efforts above the minimal requirements such as; specific job sites, listservs, conferences, word of mouth. The Equity Services website has a list of [recruitment resources](#) for the designated groups. You can also find a list of recruitment sites on the Human Resources website here: [HR recruitment resources](#). The equity statements in a job posting are NOT considered additional measures.

## APPLICANT SELF-IDENTIFICATION

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### **Can we ask our candidates about their Canadian citizenship or permanent resident status?**

Yes, in fact the University is obligated to gather statistical information about how many applicants for each job vacancy are Canadian citizens / permanent residents of Canada and report this to the Federal Government.

### **Where do the applicants return the Self-Identification Questionnaires?**

Applicants are asked to submit their self-identification information in CareerQ. Once the competition closes in CareerQ, the hiring manager needs to contact Equity Services at [equity@queensu.ca](mailto:equity@queensu.ca) to upload the applicant information to the QEAP. Once this information is uploaded into the QEAP, if applicants did not complete the self-identification questionnaire in CareerQ they will be prompted to return the self-identification questionnaire in the QEAP.

### **I am the Hiring Manager on the committee, not the EE Rep, but I would like to request the number of applicants who have self-identified. Can you provide me with this information?**

Yes, but only the number of applicants who self-identified. We cannot provide you with any specific information about an applicant's self-identification information, the EE Rep is the only individual who should have access to this information.

### **An applicant has not completed a Self-Identification Questionnaire; however, it is apparent from other information obtained that they self-identify in a designated or equity-seeking group. May I indicate that in the QEAP system?**

No. Information regarding any applicant's membership in a designated group may only be included if that individual has submitted a Self-Identification Questionnaire and has indicated that they wish to have the information used in the Appointments Process. The EE Rep and the Committee members may not otherwise make any assumptions regarding the applicant unless the applicant has **overtly** indicated their self-identification status in another manner. For example, in their cover letter or verbally in the interview. It is never appropriate to inquire directly as to an applicant's self-identification status.

### **In the "Applicant" tab, it says 12 out of 16 applicants returned a self-id, however I can only see 9 responses. How can I acquire the other 3 responses?**

Candidates are given various options in the self-identification questionnaire. The responses in the Self-ID column are as follows:

W	Applicant self-identified as a woman
VM	Applicant self-identified as a racialized/visible minority
AB	Applicant self-identified as Aboriginal/Indigenous
DI	Applicant self-identified as a person with a disability
SO	Applicant self-identified as an LGBTQ+ person
GI	Applicant self-identified as gender other than man or woman
Request for self-id sent	Applicant has not returned their self-id
Results not shared	Applicant has chosen to self-identify for statistics only
Not in a designated group	Applicant has returned self-if and is not in any of the equity-seeking groups

### **Why are Sexual Orientation and Gender Identify questions asked in the Self-ID?**

Although LGBTQ+ persons are not considered a federally designated group under the Federal Contractors Program, Queen’s recognizes that LGBTQ+ persons also face discrimination in the workplace. Collecting self-identification data for this equity-seeking group allows the university to better understand its demographic and make concerted efforts towards fostering an inclusive working environment for all staff and faculty.

## QUEEN’S EQUITY APPOINTMENTS PROCESS (QEAP)

### **I have just entered applicants into the QEAP system, how long should I wait before moving on to the shortlisting step?**

Those applicants who have not completed the self-identification questionnaire in CareerQ will be invited to submit the survey via the QEAP Application. Therefore, it is best to allow 2-3 days for applicants to complete the questionnaire in order for their information to be populated in QEAP.

### **We have applicants who are not qualified; do we have to add them in the QEAP system?**

Yes, you do. Every individual who applies for a position at Queen’s is entitled and required to be considered in the applicant pool.

**Of all the candidates, the committee would only like to rank one. Do I have to complete shortlist details for the rest of the applicants?**

Yes, the QEAP system requires you to provide shortlisting details for all of your applicants. It is extremely important to provide accurate shortlisting details for each and every applicant.

**We have over 50 applicants; do we have to complete shortlisting details for all of them?**

Yes, you do. The QEAP system is designed to assist with a high volume of applicants. It is recommended that once you make all your shortlisting changes for the few candidates who are “invited to interview” and “shortlisted”, you utilize the “mass adjust” function for the remaining applicants with a status of pending.

**We are ready to appoint a candidate; however, we have not managed our candidates yet. Can I still enter them and complete the process in the QEAP system?**

No, you cannot. Each step is in place to ensure equity measures are taken throughout the process, not just at the end. Once an applicant is entered into the system, they are automatically sent a self-identification questionnaire. If applicants are asked to self-identify after a selection has been made, this action could potentially become a Human Rights issue.

**Our pool isn't diverse enough, what are our options?**

You can extend the posting period in hopes of a more diverse applicant pool. To avoid this particular situation, we highly recommend that you take every effort at the beginning of the process to ensure a robust recruitment strategy coupled with a job description that is attractive to members of equity-seeking groups.

**Our first ranked candidate declined our offer, do we have to begin the process from the start?**

No, you can appoint your second ranked candidate. Do not change any of the previous rankings, in the “Appointing” stage, you will provide a brief explanation as to why your first ranked candidate was not appointed.

**When should we begin the shortlisting process?**

Once the committee has reviewed all the applicants, the EE Rep has ensured that any qualified equity-seeking group members have not been overlooked, and the committee has decided on a list of interviewees, the EE Rep can then begin shortlisting all the applicants in the QEAP system.

### **When should we begin ranking the candidates?**

After the Committee has interviewed the short-listed candidates, but before an offer is extended to any candidate, the EE Rep must ensure that Committee discussions have taken equity considerations into account. The shortlisted candidates are then put in rank order of recommendation. Next, the EE Rep records the rank order of the candidates in the QEAP system as determined by the appointment committee.

### **When should the candidate be appointed?**

After the previous steps are complete and a decision has been reached, the last step is to appoint the candidate. Once the EE Rep has ranked the candidate as appointed, they are required to enter the appointment details. Once the appointment details are complete, the EE Rep must submit the summary provided in the application to the Unit Head.

### **A woman was appointed in the department. Does this qualify as addressing the department's employment equity goals?**

Not necessarily. If women are not under-represented in the department, then that appointment would not qualify as addressing the department's employment equity goals.

## **STALLED, EXTENDED OR FAILED PROCESSES**

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### **After going through the hiring process, we have been unable to find a qualified applicant. What are our options?**

There are various options for proceeding, all with different ways for reporting in QEAP. The following are some examples:

You decide to extend the search using the same job description and CareerQ job ID – you should continue using the same QEAP competition, request the expected start date to be revised and have the additional applicants added to the existing pool when required.

You decide to revise the job description (a new CareerQ job ID is required) – you should collapse the competition and start a new competition with a new applicant pool.

You decide not to proceed with the posting at all – you should collapse the competition.

### **Our funding has been withdrawn, how should I proceed?**

In the QEAP system, at the top right, click the "Collapse" button and specify the reason from the drop-down menu.