DRAFT DOCUMENT
FOR DISCUSSION ONLY

Attachment 1: Draft Workforce Survey

TORONTO PUBLIC LIBRARY (TPL)
DRAFT WORKFORCE SURVEY

(Below is a sample Workforce Survey. Before the Survey is sent to employees there will be communications to staff about the diversity initiative. The communications will give a broad context for understanding the diversity initative and why staff are being asked to complete the Survey.)

Employee name: _____
Employee no.:_____
Division: _____
Position: _____

Incorporate Privacy Statement

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. Gender

Are you:

❒ Female
❒ Male
❒ Transgendered
❒ Other
❒ I prefer not to answer

2. Visible Minority

For the purposes of employment equity, members of a visible minority group means persons, other than Aboriginal people, who are non-Caucasian in race or non-white in colour.

2a. Based on this description, do you consider yourself to be a member of a visible minority group?

❒ Yes ❒ No ❒ I prefer not to answer

2b. Are you….. (You may check more than one category) that bests describe your colour or race): [1]

- ❒ Arab
- ❒ Black
- ❒ Chinese
- ❒ Filipino
- ❒ Japanese
- ❒ Korean
- ❒ Latin American
- ❒ South Asian (e.g. East Indian, Pakistani, Sri Lankan, etc)
- ❒ Southeast Asian (e.g. Vietnamese, Cambodian, Malaysian, etc)
- ❒ West Asian or Arab (e.g. Afghani, Iranian, etc.)
- ❒ White
- ❒ Other (Please specify)
- ❒ I prefer not to answer

2c. What are the ethnic or cultural origins (e.g. Canadian, English French, Chinese, Italian, German, Scottish, East Indian, Irish, Cree, Mi'kmaq (Micmac), Metis, Inuit (Eskimo), Ukrainian, Dutch, Filipino, Polish, Portuguese, Jamaican, Jewish, Greek, Trinidadian, Vietnamese, Lebanese, Chilean, Salvadorean, Somalian, etc)?

Specify as many origins as applicable

[1] The categories listed in this section are based on pre-determined categories developed by Statistics Canada. This is to ensure comparability of the collected data, from TPL workforce, to census data collected by Statistics Canada.

3. Aboriginal People

For the purposes of employment equity, a person is an Aboriginal, if he or she is a member of the First Nations, Inuit or Metis peoples of Canada.

Based on this description, do you consider yourself to be an Aboriginal person?

- ❒ No
- ❒ Yes, North American Indian
- ❒ Yes, Metis
- ❒ Yes, Inuit
- ❒ I prefer not to answer

4. What is your religion?

- ❒ No religion
- ❒ Buddhist
- ❒ Christian
- ❒ Jewish
- ❒ Hindu
- ❒ Muslim
- ❒ Sikh
- ❒ I prefer not to answer
- ❒ Other (Please Specify) _____

5. Are you Francophone?

- ❒ Yes
- ❒ No
- ❒ I prefer not to answer

6. What is your sexual orientation?

- ❒ Heterosexual
- ❒ Gay
- ❒ Lesbian
- ❒ Bisexual
- ❒ Two-Spirited
- ❒ Questioning
- ❒ I prefer not to answer

7. Disability

For the purposes of employment equity, a person with a disability has an on-going physical, mental, psychiatric, sensory or learning impairment and,

(i) considers herself/himself to be disadvantaged in employment because of that impairment, or

(ii) believes that a employer or potential employer is likely to consider her/him to be disadvantaged in employment because of that impairment.

7a. **Based on this description, do you consider yourself to be a person with a disability?**

- ❒ Yes (if yes please complete 7b, 7c, & 7d)
- ❒ No
- ❒ I prefer not to answer

Disabilities can be visible (a disability that others can see or hear), or non-visible (a disability others may not be aware of).

7b. **Please indicate the type(s) of disability you have**

- ❒ Visible
- ❒ Both
- ❒ Non-visible
- ❒ I prefer not to answer

7c. **Please indicate which of the following applies to you:**

- ❒ Blindness or other serious sight impairments (does not include vision corrective lenses)
- ❒ Deafness or serious hearing loss
- ❒ Speech difficulty
- ❒ Coordination/dexterity difficulty (e.g. handling objects)
- ❒ Learning disability (e.g. dyslexia)
- ❒ Development disability (e.g. Down's syndrome)
- ❒ Mental/emotional disability (e.g. schizophrenia, clinical depression)
- ❒ Mobility difficulty (e.g. wheelchair, cane)
  Please specify _____
- ❒ Other physical or medical disabilities (e.g. epilepsy, diabetes, heart condition, lung disease, kidney disease)
  Please specify:_____
- ❒ Other, please describe:_____
- ❒ I prefer not to answer

7d. **Please indicate which type(s) of workplace support you require:**

- ❒ No support required
- ❒ Physical space changes (such as ramps, accessible washrooms, widened halls and doorways)
- ❒ Job redesign (such as changes in job duties, flexible work hours)
- ❒ Technical aids (such as large print texts or monitors, TTY, Braille text, speech-equipped computers, reading machines)
- ❒ Personal support (such as attendant care at work, a sign language interpreter, or a reader of person with a visual impairment)
- ❒ Other, please describe_____
- ❒ I prefer not to answer

8. What is your highest level of formal education?

- ❒ Grade/elementary school
- ❒ Some high school
- ❒ High school graduate
- ❒ Some vocational technical college or CGEP
- ❒ Vocational, technical college or CGEP graduate
- ❒ Some University
- ❒ University Graduate
- ❒ Post-Graduate or Higher
- ❒ I prefer not to answer

PLEASE RETURN THE SURVEY ON-LINE TO:
(SPECIFIC UNIT/SECTION)
HUMAN RESOURCE DEPARTMENT

Source:
Adapted from the survey instruments of the Ontario Public Service and Toronto Public Service