



Department of Executive and Indigenous Affairs Departmental Indigenous Employment Plan

	ACTIONS	PERFORMANCE MEASURE	MILESTONES					NOTES
			2023/2024		2024/2025		2025/2026 Targets	
			Target	Status as of Q4	Target	Status as of Q4		
GOAL 1: Indigenous Representation	Action 1.1: <ul style="list-style-type: none">Review all JD’s to target systemic barriers.<ul style="list-style-type: none">Department of Finance (FIN) to provide guidelines to assist in determining the education and experience required in 2022-23.Develop guidelines surrounding the proper contextual use of “Indigenous” and “Aboriginal” to be applied to Job Descriptions.	<i># of job descriptions (JDs) reviewed.</i> <ul style="list-style-type: none">132 Active Job Descriptions	25% (33) of JDs reviewed	24% (32) JDs reviewed	50% (66) of JDs reviewed	11 Job Descriptions were submitted for job evaluation	50% increase in JDs reviewed (22)	
	Action 1.2: <ul style="list-style-type: none">Review interview questions to ensure questions are clear and concise and that best align with the required core competencies of the position, to help support more successful interviews.Participation of managers in staffing process training (training relating to staffing process, recruitment programs, systemic and unconscious racism and bias within the hiring process and ensure hiring managers complete the training).<ul style="list-style-type: none">Staffing process training to be developed and launched by FIN in 2022-23.	<i>Holistic review of interview questions for each new competition within the Department.</i> <i># of managers who complete staffing process training (once available)</i>	Interview questions reviewed for each new competition (ongoing)		Interview questions reviewed for each new competition (ongoing)	Interview questions reviewed for each new competition (ongoing)	All interview questions reviewed for each new competition (ongoing)	
		45% managers have completed staffing process training	35% managers enrolled in staffing workshop training 30% managers completed staffing workshop training	70% managers have completed staffing process training	40% of Hiring Managers have enrolled 30% have completed staffing workshop training.	50% of managers complete staffing process training		



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	<ul style="list-style-type: none">Develop and launch GBA+ training to ensure policies and programs are developed with a gender and diversity lens.Develop GBA+ training and resources to support understanding of GBA+ lens	<i>GBA+ training is developed and launched GBA+ resources developed and communicated/implemented to ensure employees are aware of how to implement gender-based analysis in program and policy development and decision making</i>	Training and resources developed and launched	14.9% Enrolled 14.9% Completed	50% of employees complete training	14.0% enrolled 13.2% completed	30 % enrolled, 25% completed training	
	Action 1.3: <ul style="list-style-type: none">Work with FIN to establish Indigenous eligibility lists for pre-qualified candidates to be reviewed prior to initiating a job competition.Review Indigenous eligibility lists for pre-qualified candidates prior to initiating a job competition.In collaboration with FIN, develop a networking strategy with post-secondary institutions and Indigenous governments to target Indigenous students.	<i>Database of eligible Indigenous candidates established</i> <i># of positions filled using the eligibility database list</i> <i>Network strategy developed</i> <i># of indigenous Students and Interns</i>	2 vacant positions are filled with eligibility lists	1 filled; candidate was non-priority	3 vacant positions filled through eligibility lists	No eligibility list hires in 2024-25 fiscal year	2 positions filled through eligibility lists	
			Increase in # of Indigenous Aboriginal summer students and Interns	+5 summer students in 2023-24 (Increased from 2 to 7) +1 intern in 2023-2024 (Increased from 0 to 1)	Increase in # of Indigenous Aboriginal summer students and Interns	3 new Indigenous Aboriginal Summer Students in 2024-25 fiscal year (60% of 5 total) 1 Indigenous Aboriginal intern in 2024-25	6 Indigenous Aboriginal summer students. 3 Indigenous Aboriginal interns	



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	Action 1.4: <ul style="list-style-type: none">In partnership with FIN, develop Executive and Indigenous Affairs (EIA) specific community outreach plans to increase awareness of career opportunities.Provide an annual presentation to Indigenous governments and Indigenous organizations regarding the work of EIA and career opportunities and career paths.Work with FIN to explore the development of a more detailed self-identification system for Indigenous employees in order to provide hiring stats to Indigenous governments.	<i>Increase in Indigenous applicants who screen into positions</i> <i># of virtual information sessions for community members; presentations provided to Indigenous governments or Indigenous organizations</i> <i>Statistics regarding Indigenous hires within the GNWT</i>	Development community outreach plan with Indigenous governments and Indigenous organizations to increase awareness of career opportunities	Under development	Minimum of 1 presentation per year	Under development with the Department of Finance	Community outreach plan completed; 1 presentation completed	
			The Department to provide Indigenous Governments with hiring statistics to deliver information on progress with Indigenous hiring	Under development	Provide Indigenous Governments with hiring statistics to deliver information on progress with Indigenous hiring	Under development	Statistics shared with Indigenous governments by Q4	
GOAL 2: Indigenous	Action 2.1: <ul style="list-style-type: none">Ensure that all employees complete the mandatory Living Well Together training.	<i># of employees who have completed the training</i>	90% of employees have completed training		Maintain 95% of employee training completion	90.9% of employees have enrolled 79.3% have completed ICAST training	85% ICAST completion rate	



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	Action 2.2: <ul style="list-style-type: none">Ensure all employees complete unconscious bias training once launched by FIN.Ensure all employees complete the Equitable Workplace: Cultivating Attitudes of Anti-Racism and Allyship Training.	# of employees who have completed the training	15% of employees have completed training	Unconscious bias 8.0% Enrolled 5.6% Completed	20% of EIA employees have completed unconscious bias training	13.2% of employees have enrolled 10.7% have completed mitigating unconscious bias training	25% completion rate	
			30% of employees have completed Equitable Workplace training	Equitable Workplace – Employees 22.9% Enrolled 17.1% Completed Equitable Workplace – Managers 35.0% Enrolled 25.0% Completed	50% of employees have completed Equitable Workplace training	Employees – 24.8% enrolled, 16.8% completed Managers – 30.0% enrolled, 20.0% completed	35% completion rate 40% of managers complete training	



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	Action 2.3: <ul style="list-style-type: none">Once developed by FIN, staff and manager utilization of:<ul style="list-style-type: none">Indigenous wellness supports; andcultural competency training.	<i># of employees who access Indigenous wellness supports</i> <i># of employees who complete training</i>	Development of Indigenous Wellness Supports and Cultural Competency Training by FIN	-	Launch of Indigenous Wellness Supports and Cultural Competency Training <i>(targets and tracking for to be determined)</i>	4 employees enrolled in ICAST (down from 9 in 2023-24)	20% of employees access wellness supports 30% complete cultural competency training	
	Action 2.3: <ul style="list-style-type: none">Ensure that the Indigenous Management Development Training Program (IMDTP) is communicated to Indigenous employees and promote the use of the program for professional development.EIA will develop a list of external training programs or courses that employees can pursue, that support the specialized work of the Department, and will ensure the training is communicated to staff as an option for professional development.	<i># of Indigenous employees accessing IMDTP program</i> Current baseline as of June 15: 0 <i>Development of external training is available to Indigenous employees</i>	2 Indigenous employees have accessed IDTP Develop a listing of external training resources available to Indigenous employees and communicate within the Department	No employees have accessed IDTP Under development	2 Indigenous employees have accessed IDTP Develop a listing of external training resources available to Indigenous employees and communicate within the Department	1 Indigenous employee has accessed IDTP Under development	2 Indigenous employees access IMDTP List developed and communicated by end of fiscal (Q4).	
	Action 2.4: FIN to develop Mentorship Guidelines and Succession Planning Guidelines: <ul style="list-style-type: none">EIA mentorship plans;EIA succession plans developed.	<i># of succession plans developed</i> <i># of mentorship plans developed</i> <i># of Indigenous employees within Senior management roles</i>	Development of mentorship and succession planning guidelines by	Under development	Department has developed overarching succession plan based on guidelines	Departmental succession plan under development	Departmental succession plan developed	The Department of Finance is in the final stages before Launch of the first Indigenous Mentorship Initiative Pilot Program, which will be launched in the 2025-26 fiscal year. There will also be



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		<i>Current baseline as of March 31, 2022: 33.3%of Senior Managers are Indigenous Aboriginal employees</i>	Department of Finance		developed by the Department of Finance 10% of employees have mentorship plans in place		15% of employees have mentorship plans Succession plans for 25% of senior positions	resources available to all employees on informal mentorship so that all employees interested can work towards mentorships.
	Action 2.5: <ul style="list-style-type: none">Utilize Indigenous Career Gateway Program (ICGP) for hiring vacancies where appropriate.Support Building Capacity with Indigenous Governments Program (BCIG).Promote the awareness and communication of transfer assignment opportunities for Indigenous staff.	# of ICGP candidates hired # of secondments through BCIG Creation and use of eligibility listings when completing transfer assignments (TA)	2 vacant positions filled using ICGP 1 secondment supported through BCIG	No positions currently filled using ICGP No Secondments supported through BCIG	2 vacant positions filled using ICGP 1 secondment supported through BCIG	0 Positions filled using ICGP in 2024-25 fiscal year 0 secondments supported through BCIG	1 position filled through ICGP 2 secondments through BCIG	
			35% of TAs filled by Indigenous employees	58.3% of Transfer Assignments within EIA during 2023-24 FY were filled by Indigenous Aboriginal Employees	40% of TAs filled by Indigenous employees	30.3% of TAs filled by Indigenous Aboriginal employees 63.6% filled by Indigenous Aboriginal + Indigenous Non-Aboriginal employees	35% of TAs filled by Indigenous Aboriginal employees	



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DEPARTMENT OF EXECUTIVE & INDIGENOUS AFFAIRS
INDIGENOUS EMPLOYMENT TARGETS

	CURRENT (March 31, 2022)	SHORT-TERM (By March 31, 2024)	RESULTS SHORT-TERM March 31, 2025	MEDIUM-TERM (By March 31, 2026)	LONG-TERM (By March 31, 2028)
Staffed positions					
All filled positions	108	108	132	132	132
Indigenous Aboriginal employees	49	51	53	54	56
Net Increase Targets	-	+2	+4	+1	+2
Percentage	45%	47%	40.2%	50%	52%
Indigenous Aboriginal employees by job classification					
Senior Management					
Total employees	15	15	20	20	20
Indigenous employees (#)	5	5	7	8	5
Net Increase Target		0	+2	+1	0
Indigenous employees (%)	33%	33%	35%	40%	33%
Middle Management					
Total employees	2	2	0	2	2
Indigenous employees (#)	1	1	0	1	1
Net Increase Target	-	0	0	+1	0
Indigenous employees (%)	50%	50%	0%	50%	50%
University Equivalency					
Total employees	41	41	83	83	83
Indigenous employees (#)	13	15	24	27	29
Net Increase Target	-	+2	+9	+2	+2
Indigenous employees (%)	32%	37%	28.9%	33%	35%
College/Trades Equivalency					
Total employees	46	46	47	47	47
Indigenous employees (#)	28	28	28	29	30
Net Increase Target	-	0	+0	+1	+1
Indigenous employees (%)	61%	61%	59.6%	62%	64%
High School Equivalency or Below					
Total employees	4	4	2	3	4
Indigenous employees (#)	2	2	1	2	3
Net Increase Target	-	0	-1	+1	+1
Indigenous employees (%)	50%	50%	50%	67%	75%

Notes: