



Department of Executive and Indigenous Affairs Departmental Indigenous Employment Plan

	ACTIONS	PERFORMANCE MEASURE	MILESTONES				NOTES	
			2022/2023		2023/2024			2024/2025
			Target	Result	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	3.8% of JDs reviewed	25% (33) of JDs reviewed	24% (32) JDs reviewed	50% (66) of JDs reviewed	
			Development of Guidelines and implementation of sharing guidelines across GNWT	Job Description Guide Launched	Development of Guidelines and implementation of sharing guidelines across GNWT	-	10% increase of Indigenous applicants	
	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>	Interview questions reviewed for each new competition (ongoing)	Interview questions reviewed for each new competition (ongoing)	Interview questions reviewed for each new competition (ongoing)	Interview questions reviewed for each new competition (ongoing)		
		<i># of managers who complete staffing process training (once available)</i>	Department of Finance launched hiring managers training 9.1% of employees have completed training	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		



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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>		GBA+ Training has been developed and launched 7% of employees have completed training	Training and resources developed and launched 25% of employees complete training	14.9% Enrolled 14.9% Completed	50% of employees complete 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>	Development of Indigenous eligibility list; utilization of eligibility list (as required)	Under Development	2 vacant positions are filled with eligibility lists	1 filled; candidate was non-priority	3 vacant positions filled through eligibility lists	
		In partnership with FIN, develop network strategy to target Indigenous students	Under Development	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	
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 	<i>Increase in Indigenous applicants who screen into positions</i> <i># of virtual information sessions for community members;</i>	Development community outreach plan with Indigenous governments and Indigenous	Under Development	Development community outreach plan with Indigenous governments and Indigenous	Under development	Minimum of 1 presentation per year	



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	opportunities.	<p><i>presentations provided to Indigenous governments or Indigenous organizations</i></p> <p><i>Statistics regarding Indigenous hires within the GNWT</i></p>	organizations to increase awareness of career opportunities		organizations to increase awareness of career opportunities			
	<ul style="list-style-type: none"> 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. 		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		
GOAL 2: Indigenous Leadership	<p>Action 2.1:</p> <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 by end of 2022-23 fiscal	74.8% of employees have completed training	90% of employees have completed training		Maintain 95% of employee training completion	
	<p>Action 2.2:</p> <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. 	<i># of employees who have completed the training</i>	Department of Finance to launch unconscious bias training	<p>Mitigating Unconscious bias training launched</p> <p>6.5% of employees have completed training</p>	15% of employees have completed training	<p>Unconscious bias</p> <p>8.0% Enrolled</p> <p>5.6% Completed</p>	20% of EIA employees have completed unconscious bias training	



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		23% of employees have completed Equitable Workplace training	19.6% of employees have completed training	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
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; and cultural 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	Department of Finance launched an iCBT Indigenous Program	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>)
Action 2.3: <ul style="list-style-type: none"> Ensure that the Indigenous 	<i># of Indigenous employees accessing IMDTP program</i> Current baseline as of June 15: 0	1 Indigenous employee has accessed IMDTP	1 employee has accessed IMDTP	2 Indigenous employees have accessed IMDTP	No employees have accessed IMDTP (IDTP)	2 Indigenous employees have accessed IMDTP



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<p>Management Development Training Program (IMDTP) is communicated to Indigenous employees and promote the use of the program for professional development.</p> <ul style="list-style-type: none"> 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. 	<p><i>Development of external training is available to Indigenous employees</i></p>	<p>Develop a listing of external training resources available to Indigenous employees and communicate within the Department</p>	<p>Under Development</p>	<p>Develop a listing of external training resources available to Indigenous employees and communicate within the Department</p>	<p>Under development</p>		
<p>Action 2.4: FIN to develop Mentorship Guidelines and Succession Planning Guidelines:</p> <ul style="list-style-type: none"> EIA mentorship plans; EIA succession plans developed. 	<p><i># of succession plans developed</i></p> <p><i># of mentorship plans developed</i></p> <p><i># of Indigenous employees within Senior management roles</i> Current baseline as of March 31, 2022: 33.3% of Senior Managers are Indigenous Aboriginal employees</p>	<p>Development of mentorship and succession planning guidelines by Department of Finance</p>	<p>Under Development</p>	<p>Development of mentorship and succession planning guidelines by Department of Finance</p>	<p>Under development</p>	<p>Department has developed overarching succession plan based on guidelines</p> <p>10% of employees have mentorship plans in place</p>	
<p>Action 2.5:</p> <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). 	<p><i># of ICGP candidates hired</i></p> <p><i># of secondments through BCIG</i></p> <p><i>Creation and use of eligibility listings when completing transfer assignments (TA)</i></p>	<p>1 vacant position filled using ICGP</p>	<p>No positions currently filled using ICGP</p>	<p>2 vacant positions filled using ICGP</p> <p>1 secondment supported through BCIG</p>	<p>No positions currently filled using ICGP</p> <p>No Secondments supported through BCIG</p>	<p>2 vacant positions filled using ICGP</p> <p>1 secondment supported through BCIG</p>	



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<ul style="list-style-type: none"> Promote the awareness and communication of transfer assignment opportunities for Indigenous staff. 		Transfer assignment opportunities are communicated to Indigenous employees	29% of TAs filled by Indigenous employees	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	



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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	MEDIUM-TERM (By March 31, 2026)	LONG-TERM (By March 31, 2028)
Staffed positions					
All filled positions	108	108	131	108	108
Indigenous Aboriginal employees	49	51	57	54	56
Net Increase Targets	-	+2	+8	+3	+2
Percentage	45%	47%	44%	50%	52%
Indigenous Aboriginal employees by job classification					
Senior Management					
Total employees	15	15	18	15	15
Indigenous employees (#)	5	5	7	5	5
Net Increase Target	-	0	+2	0	0
Indigenous employees (%)	33%	33%	39%	33%	33%
Middle Management					
Total employees	2	2	2	2	2
Indigenous employees (#)	1	1	1	1	1
Net Increase Target	-	0	0	0	0
Indigenous employees (%)	50%	50%	50%	50%	50%
University Equivalency					
Total employees	41	41	59	41	41
Indigenous employees (#)	13	15	15	17	17
Net Increase Target	-	+2	+2	+2	0
Indigenous employees (%)	32%	37%	25%	41%	41%
College/Trades Equivalency					
Total employees	46	46	49	46	46
Indigenous employees (#)	28	28	32	28	30
Net Increase Target	-	0	+4	0	+2
Indigenous employees (%)	61%	61%	65%	61%	65%
High School Equivalency or Below					
Total employees	4	4	3	4	4
Indigenous employees (#)	2	2	2	3	3
Net Increase Target	-	0	0	+1	0
Indigenous employees (%)	50%	50%	67%	75%	75%

Notes: