



	ACTIONS	PERFORMANCE MEASURE	MILESTONES				NOTES	
			2022/2023		2023/2024			2024/2025
			Target	Results	Target	Status as of Q4		
GOAL 1: Indigenous Representation	Action 1.1: Review all job descriptions to remove systemic barriers and reflect appropriate non-inflated education and experience requirements.	<i># of job descriptions (JDs) reviewed</i>	<i>25% (22) of JDs reviewed</i>	<i>Job Description Guide Launched</i> <i>A total of 10 job descriptions were updated in 22-23 for Housing NWT</i>	<i>25% (22) of JDs reviewed</i>	<i>21 JDs reviewed.</i>	<i>30% of JDs reviewed</i>	
	Action 1.2: Hiring managers complete training on the staffing process, recruitment programs and understanding systemic and unconscious racism and bias within the hiring process.	<i># of hiring managers who complete the training</i>	<i>Training launch</i>	<i>Hiring Managers training launched</i> <i>4.6% of employees have completed training</i>	<i>20% completion</i>	<i>Of the courses where manager statistics are tracked separately, Housing NWT reports on average 23% have completed training</i>	<i>30% completion</i>	
	Action 1.3: Review Indigenous eligibility lists for pre-qualified candidates prior to initiating a job competition.	<i>Increase of Indigenous hires within department</i>	<i>Launch of eligibility database</i>	<i>Under development</i>	<i>3 positions are filled with eligibility lists</i>	<i>Indigenous hires within Housing NWT increased by 5.</i>	<i>A further +1 increase</i>	
GOAL 2:	Action 2.1: Ensure that all employees complete Living Well Together: Indigenous Cultural Awareness and Sensitivity Training.	<i># of employees who have completed the training</i>	<i>60% of employees have completed training</i>	<i>Completion Rate – 56.9%</i>	<i>80% of employees have completed training</i>	<i>63.1 percent complete and 16% partially complete.</i>	<i>65% of employees have completed training</i>	



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Action 2.3: Ensure all employees complete the Equitable Workplace: Cultivating Attitudes of Anti-Racism and Allyship Training.	# of employees who have completed the training # of sessions available	7% of employees have completed training	Equitable Workplace: Completion Rate – 4.6% Unconscious Biases: Completion Rate – 1.8%	10% of employees have completed training	Equitable Workplace training for Employees - 5.4% complete Equitable Workplace training for Managers – 11.9% complete Unconscious Bias training – 1.8% complete	15% of employees have completed training	
Action 2.4: Ensure employees complete exit interview process that includes questions about employee experiences with bias, racism, discrimination, harassment and cultural insensitivity.	# of exit interviews completed with employees who leave their position	Department of Finance develops exit interview process	Under development	Department of Finance develops exit interview process	Under Development	15% of departing employees complete an exit interview	
Action 2.5: Ensure Indigenous employees are aware of and apply to the Indigenous Management Development and Training Program (IMDTP), and that it is fully subscribed.	# of employees accessing program	1 employees from department have accessed IMDTP	2 employees has accessed IMDTP	3 employees from department have accessed IMDTP	2 employees have accessed IMDTP (IDTP)	3 employees from department have accessed IMDTP	
Action 2.5: Access Indigenous mentorship program for informal on-the-job training.	# of employees accessing program # of succession plans	Department of Finance develops and promotes Indigenous Mentorship Program	Under development	Department of Finance develops and promotes Indigenous Mentorship Program	Under this program, Housing NWT has 1 Indigenous and 2 P2 staff on developmental transfers.	10% of Indigenous employees are participating in the program in some capacity.	



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Action 2.5: Support employees to identify career pathways and training needs in their Learning and Development Plan as a part of the Performance Development process.	<i># of indigenous employees who identify career pathways and training needs in their Learning and Development Plan</i>	<i>Department of Finance will create resources for employees to identify career pathways in their Learning and Development Plan</i>	<i>Under development</i>	<i>Department of Finance will create resources for employees to identify career pathways in their Learning and Development Plan</i>	<i>Four indigenous employees have learning and development plans as part of their performance reviews</i>	<i>10 Indigenous employees have learning and development plans as part of their performance reviews.</i>	
Action 2.5: Work with HR on succession planning with a focus on Indigenous employee development.	<i># of Indigenous employees identified for succession planning</i>	<i>Department of Finance creates succession planning guide; department works with HR to develop Succession Plan</i>	<i>Under development</i>	<i>Department of Finance creates succession planning guide; department works with HR to develop Succession Plan</i>	<i>Two indigenous candidates have succession plans in progress into senior management positions .</i>	<i>Five indigenous candidates have succession plans into senior management positions .</i>	
Action 2.6: Use of the Indigenous Career Gateway Program. (ICGP).	<i># of ICGP candidates hired</i>	<i>Minimum of 1 position filled using ICGP</i>	<i>0 positions filled using ICGP</i>	<i>2 positions filled using ICGP</i>	<i>0 positions filled using ICGP</i>	<i>1 position filled using ICGP</i>	
Action 2.6: Promote the use of transfer assignments and cross-training to encourage mobility and development for Indigenous employees.	<i># of employees on transfer assignments (TA) or Secondments</i> <i># of Indigenous employees within Middle and Senior management roles</i>	<i>Minimum of 5% of TAs filled by Indigenous employees</i>	<i>At the end of 22-23, there were 9 indigenous individuals that took on transfer assignments throughout the year.</i>	<i>5% of TAs filled by Indigenous employees</i>	<i>1 district position is filled by an indigenous employee on transfer assignment</i>	<i>5% of TA's filled by Indigenous employees</i>	



**Housing NWT
INDIGENOUS EMPLOYMENT TARGETS**

	Baseline (March 31, 2022)	SHORT-TERM TARGETS (By March 31, 2024)	RESULTS SHORT-TERM TARGET	MEDIUM- TERM TARGETS (By March 31, 2026)	LONG TERM TARGETS (By March 31, 2028)
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Staffed positions					
All filled positions	100	100	115	100	100
Indigenous Aboriginal employees	33	41	38	43	47
Net Increase Target	-	+8	+5	+2	+4
Percentage	33%	41%	33%	43%	47%

Indigenous Aboriginal employees by job classification					
Senior Management					
Total employees	15	15	15	15	15
Indigenous employees (#)	5	5	4	5	5
Net Increase Target	-	0	-1	0	0
Indigenous employees (%)	33%	33%	27%	33%	33%
Middle Management					
Total employees	22	22	22	22	22
Indigenous employees (#)	7	7	6	7	8
Net Increase Target	-	0	-1	0	+1
Indigenous employees (%)	32%	32%	27%	32%	36%
University Equivalency					
Total employees	25	25	36	25	25
Indigenous employees (#)	9	13	10	13	14
Net Increase Target	-	+4	+1	0	+1
Indigenous employees (%)	36%	52%	28%	52%	56%
College/Trades Equivalency					
Total employees	31	31	35	31	31
Indigenous employees (#)	8	11	16	16	16
Net Increase Target	-	+3	+8	+5	+0
Indigenous employees (%)	26%	35%	46%	52%	52%
High School Equivalency or Below					
Total employees	7	7	7	7	7
Indigenous employees (#)	4	5	2	2	4
Net Increase Target	-	+1	-2	-3	+2
Indigenous employees (%)	57%	71%	29%	29%	57%

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