



Department of Executive and Indigenous Affairs Indigenous Employment Plan

	ACTIONS	PERFORMANCE MEASURE	MILESTONES				NOTES
			2022/2023		2023/2024	2024/2025	
			Target	Status as of Q4			
GOAL 1: Indigenous Representation	<b>Action 1.1:</b> <ul style="list-style-type: none"><li>Review all JD’s to target systemic barriers.<ul style="list-style-type: none"><li>Department of Finance (FIN) to provide guidelines to assist in determining the education and experience required in 2022-23.</li><li>Develop guidelines surrounding the proper contextual use of “Indigenous” and “Aboriginal” to be applied to Job Descriptions.</li></ul></li></ul>	# of job descriptions (JDs) reviewed. <ul style="list-style-type: none"><li>132 Active Job Descriptions</li></ul>	25% (33) of JDs reviewed	3.8% of JDs reviewed	25% (33) of JDs reviewed	50% (66) of JDs reviewed  10% increase of Indigenous applicants	
			Development of Guidelines and implementation of sharing guidelines across GNWT	Job Description Guide Launched	Development of Guidelines and implementation of sharing guidelines across GNWT		
	<b>Action 1.2:</b> <ul style="list-style-type: none"><li>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.</li><li>Participation of managers in staffing process training (training relating to staffing process, recruitment programs, systemic and unconscious racism and bias within the hiring</li></ul>	Holistic review of interview questions for each new competition within the Department.  # of managers who complete staffing process training (once available)	Interview questions reviewed for each new competition (ongoing)		Interview questions reviewed for each new competition (ongoing)	Interview questions reviewed for each new competition (ongoing)	
				Department of Finance launched hiring managers training	45% managers have completed staffing process training	70% managers have completed staffing process training	



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	process and ensure hiring managers complete the training). <ul style="list-style-type: none"><li>Staffing process training to be developed and launched by FIN in 2022-23.</li></ul>			9.1% of employees have completed training			
	<ul style="list-style-type: none"><li>Develop and launch GBA+ training to ensure policies and programs are developed with a gender and diversity lens.</li><li>Develop GBA+ training and resources to support understanding of GBA+ lens</li></ul>	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		GBA+ Training has been developed and launched  7% of employees have completed training	Training and resources developed and launched  25% of employees complete training	50% of employees complete training	
	<b>Action 1.3:</b> <ul style="list-style-type: none"><li>Work with FIN to establish Indigenous eligibility lists for pre-qualified candidates to be reviewed prior to initiating a job competition.</li><li>Review Indigenous eligibility lists for pre-qualified candidates prior to initiating a job competition.</li></ul>	Database of eligible Indigenous candidates established  # of positions filled using the eligibility database list  Network strategy developed  # of indigenous Students and Interns	Development of Indigenous eligibility list; utilization of eligibility list (as required)	Under Development	2 vacant positions are filled with eligibility lists	3 vacant positions filled through eligibility lists	
			In partnership with FIN, develop network strategy to	Under Development	Increase in # of Indigenous Aboriginal	Increase in # of Indigenous Aboriginal summer	



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	<ul style="list-style-type: none"><li>In collaboration with FIN, develop a networking strategy with post-secondary institutions and Indigenous governments to target Indigenous students.</li></ul>		target Indigenous students		summer students and Interns	students and Interns	
	<b>Action 1.4:</b> <ul style="list-style-type: none"><li>In partnership with FIN, develop Executive and Indigenous Affairs (EIA) specific community outreach plans to increase awareness of career opportunities.</li><li>Provide an annual presentation to Indigenous governments and Indigenous organizations regarding the work of EIA and career opportunities and career paths.</li><li>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.</li></ul>	<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	Development community outreach plan with Indigenous governments and Indigenous organizations to increase awareness of career opportunities	Minimum of 1 presentation per year	
		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			



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GOAL 2: Indigenous Leadership	<b>Action 2.1:</b> <ul style="list-style-type: none"><li>Ensure that all employees complete the mandatory Living Well Together training.</li></ul>	<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	
	<b>Action 2.2:</b> <ul style="list-style-type: none"><li>Ensure all employees complete unconscious bias training once launched by FIN.</li><li>Ensure all employees complete the Equitable Workplace: Cultivating Attitudes of Anti-Racism and Allyship Training.</li></ul>	<i># of employees who have completed the training</i>	Department of Finance to launch unconscious bias training	Mitigating Unconscious bias training launched  6.5% of employees have completed training	15% of employees have completed training	20% of EIA employees have completed unconscious bias training	
			23% of employees have completed Equitable Workplace training	19.6% of employees have completed training	30% of employees have completed Equitable Workplace training	50% of employees have completed Equitable Workplace training	



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	<b>Action 2.3:</b> <ul style="list-style-type: none"><li>Once developed by FIN, staff and manager utilization of:<ul style="list-style-type: none"><li>Indigenous wellness supports; and</li><li>cultural competency training.</li></ul></li></ul>	<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> )	
	<b>Action 2.3:</b> <ul style="list-style-type: none"><li>Ensure that the Indigenous Management Development Training Program (IMDTP) is communicated to Indigenous employees and promote the use of the program for professional development.</li><li>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.</li></ul>	<i># of Indigenous employees accessing IMDTP program</i> <b>Current baseline as of June 15: 0</b>	1 Indigenous employee has accessed IMDTP	1 employee has accessed IMDTP	2 Indigenous employees have accessed IMDTP	2 Indigenous employees have accessed IMDTP	
		<i>Development of external training is available to Indigenous employees</i>	Develop a listing of external training resources available to Indigenous employees and communicate within the Department	Under Development	Develop a listing of external training resources available to Indigenous employees and communicate within the Department		
	<b>Action 2.4:</b> FIN to develop Mentorship Guidelines and Succession Planning Guidelines: <ul style="list-style-type: none"><li>EIA mentorship plans;</li></ul>	<i># of succession plans developed</i>  <i># of mentorship plans developed</i>	Development of mentorship and succession planning guidelines by	Under Development	Development of mentorship and succession planning guidelines by	Department has developed overarching succession plan based on guidelines	





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	<ul style="list-style-type: none"><li>○ EIA succession plans developed.</li></ul>	<i># of Indigenous employees within Senior management roles</i> <b>Current baseline as of March 31, 2022: 33.3%of Senior Managers are Indigenous Aboriginal employees</b>	Department of Finance		Department of Finance	10% of employees have mentorship plans in place	
	<b>Action 2.5:</b> <ul style="list-style-type: none"><li>• Utilize Indigenous Career Gateway Program (ICGP) for hiring vacancies where appropriate.</li><li>• Support Building Capacity with Indigenous Governments Program (BCIG).</li><li>• Promote the awareness and communication of transfer assignment opportunities for Indigenous staff.</li></ul>	<i># of ICGP candidates hired</i> <i># of secondments through BCIG</i>  <i>Creation and use of eligibility listings when completing transfer assignments (TA)</i>	1 vacant position filled using ICGP	No positions currently filled using ICGP	2 vacant positions filled using ICGP	2 vacant positions filled using ICGP	
					1 secondment supported through BCIG	1 secondment supported through BCIG	
			Transfer assignment opportunities are communicated to Indigenous employees	29% of TAs filled by Indigenous employees	35% of TAs filled by Indigenous 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)	MEDIUM-TERM (By March 31, 2026)	LONG-TERM (By March 31, 2028)
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Staffed positions

All filled positions	108	108	108	108
Indigenous Aboriginal employees	49	51	54	56
Net Increase Targets	-	+2	+3	+2
Percentage	45%	47%	50%	52%

Indigenous Aboriginal employees by job classification

<b>Senior Management</b>				
Total employees	15	15	15	15
Indigenous employees (#)	5	5	5	5
Net Increase Target		0	0	0
Indigenous employees (%)	33%	33%	33%	33%
<b>Middle Management</b>				
Total employees	2	2	2	2
Indigenous employees (#)	1	1	1	1
Net Increase Target	-	0	0	0
Indigenous employees (%)	50%	50%	50%	50%
<b>University Equivalency</b>				
Total employees	41	41	41	41
Indigenous employees (#)	13	15	17	17
Net Increase Target	-	+2	+2	0
Indigenous employees (%)	32%	37%	41%	41%
<b>College/Trades Equivalency</b>				
Total employees	46	46	46	46
Indigenous employees (#)	28	28	28	30
Net Increase Target	-	0	0	+2
Indigenous employees (%)	61%	61%	61%	65%
<b>High School Equivalency or Below</b>				
Total employees	4	4	4	4
Indigenous employees (#)	2	2	3	3
Net Increase Target	-	0	+1	0
Indigenous employees (%)	50%	50%	75%	75%



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