



	ACTIONS	PERFORMANCE MEASURE	MILESTONES				NOTES
			2022		2023	2024	
			Target	Status as of Q4			
GOAL 1: Indigenous Representation	<b>Action 1.1:</b> Review all job descriptions to remove systemic barriers and reflect appropriate non-inflated education and experience requirements	<i>Number of job descriptions to be reviewed</i>  <i>Increased use of equivalencies</i>  <i>Review interview questions / assignments for possible barriers</i>	50% of JDs reviewed	Job Description Guide Launched  40 JDs reviewed	80% of job descriptions reviewed  10% increase in applicants on vacancies	80% of job descriptions reviewed  20% increase in applicants on vacancies	
	<b>Action 1.2:</b> Hiring managers complete training on the staffing process, recruitment programs and understanding systemic and unconscious racism and bias within the hiring process.	<i>Number of hiring managers who will complete the training (current managers and new managers as part of the onboarding process)</i>	Training Launch	Hiring Managers Training Launched  1% of employees completed training	30% completion by October 30, 2023	50% completion by October 30, 2024	
	<b>Action 1.3:</b> Review Indigenous eligibility lists for pre-qualified candidates prior to initiating a job competition.	<i>Increase of Indigenous hires within department through the utilization of the eligibility list</i>	Development of an NWT-wide eligibility list  *Department currently uses a regional eligibility list to fill vacancies.	Under development	2 of positions are filled with eligibility lists	3 of positions are filled with eligibility lists	
	<b>Action 1.4:</b> Improve communication for potential candidates regarding the Criminal Record Check / Vulnerable Sector Check.	Clear communication regarding the requirement of a Vulnerable Sector Check (What does it mean? What are some examples of past convictions that would preclude the hiring of candidates)	Develop and publish a communication strategy prior to June 30, 2023  Sharing of the communication on the department website and provided to interested	The development of the communication plan is underway and will be available to schools for August 2023.			



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			2022		2023	2024	
			Target	Status as of Q4			
			applicant at the school-level				
GOAL 2: Indigenous Leadership	<b>Action 2.1:</b> Ensure that all employees complete Living Well Together: Indigenous Cultural Awareness and Sensitivity Training.	<i>Number of employees who complete the training (returning employees and new employees as part of the onboarding process)</i>	<i>50% of employees have completed training</i>	<i>75% of employees completed training</i>	<i>80% of employees have completed training</i>	<i>85% of employees have completed training</i>	
	<b>Action 2.3:</b> Ensure all employees complete the Equitable Workplace: Cultivating Attitudes of Anti-Racism and Allyship Training.	<i>Number of employees who complete the training Managers will complete the training (returning employees and new employees as part of the onboarding process)</i>	<i>10% of employees have completed training</i>	<i>1% of employees completed training</i>	<i>15% of employees have completed training</i>	<i>20% of employees have completed training</i>	
	<b>Action 2.4:</b> Ensure employees complete exit interview process that includes questions about employee experiences with bias, racism, discrimination, harassment and cultural insensitivity.	<i>Number of employees who leave the region / territory will complete an exit survey, with the option for an exit interview</i>	<i>Development of exit interview  *The department has developed an internal survey to be completed by exiting staff members</i>	<i>Under development</i>	<i>Development of exit interview  *The department has developed an internal survey to be completed by exiting staff members</i>	<i>60% of departing employees will complete an exit survey</i>	
	<b>Action 2.5:</b> Ensure Indigenous employees are aware of and apply to the Indigenous Management Development and Training Program, and that it is fully subscribed.	<i>Number of employees accessing program  Promote the program at each location by posting information</i>	<i>1 of employees from department have accessed IMDTP</i>	<i>No employees have currently accessed IMDTP</i>	<i>2 of employees from department have accessed IMDTP</i>	<i>2 of employees from department have accessed IMDTP</i>	
	<b>Action 2.5:</b> Access Indigenous mentorship program for informal on-the-job training	<i>Number of employees accessing program Succession planning for potential vacancies</i>	<i>Department of Finance develops and promotes Indigenous</i>	<i>Under development</i>	<i>Department of Finance develops and promotes Indigenous Mentorship Program</i>	<i>5 of Indigenous employees are participating in the program in some capacity</i>	



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		2022		2023	2024	
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	<i>Promote the program at each location by posting information</i>  <i>** Heavy focus on the Indigenous Language Instructors in schools</i>	<i>Mentorship Program</i>				
<b>Action 2.5:</b> Support employees to identify career pathways and training needs in their Learning and Development Plan as a part of the Performance Development process.	<i>Number of indigenous employees who identify career pathways and training needs in their Learning and Development Plan</i>	<i>Finance to develop resources to assist employees with identifying career pathway</i>	Under development	<i>Finance to develop resources to assist employees with identifying career pathway</i>	<i>10% of employees have identified a career path</i>	
<b>Action 2.5:</b> Work with HR on succession planning with a focus on Indigenous employee development	<i>Succession planning for potential vacancies</i>  <i>** Heavy focus on the Indigenous Language Instructors in schools</i>	<i>Department of Finance creates succession planning guide; department works with HR to develop Succession Plan</i>	Under development	<i>Department of Finance creates succession planning guide; department works with HR to develop Succession Plan</i>	<i>5% of managers have identified Indigenous employees within succession plans</i>	
<b>Action 2.6:</b> Use the Indigenous Career Gateway Program	<i>Number of ICGP candidates hired</i>	<i>1 position filled using ICGP</i>	No positions have been filled using ICGP	<i>2 positions filled using ICGP</i>	<i>2 positions filled using ICGP</i>	
<b>Action 2.6:</b> Promote the use of transfer assignments and cross-training to encourage mobility and development for Indigenous employees.	<i>Number of employees on transfer assignments (TA) or Secondments</i> <i>Number of Indigenous employees within Middle and Senior management roles</i>	<i>5% of TAs filled by Indigenous employees</i>	33.3% of TAs filled by Indigenous employees	<i>30% of TAs filled by Indigenous employees</i>	<i>35% of TAs filled by Indigenous employees</i>	

**SAHTU DIVISIONAL EDUCATION COUNCIL  
INDIGENOUS EMPLOYMENT TARGETS**

	<b>CURRENT (March 31, 2022)</b>	<b>SHORT-TERM TARGETS (By March 31, 2024)</b>	<b>MEDIUM- TERM TARGETS (By March 31, 2026)</b>	<b>LONG TERM TARGETS (By March 31, 2028)</b>
<b>Staffed positions</b>				
All filled positions	94	94	94	94
Indigenous Aboriginal employees	38	38	44	47
Net Increase Target	-	+6	+3	+4
Percentage	40.43%	46.81%	50.00%	54.26%
<b>Indigenous Aboriginal employees by job classification</b>				
<b>Senior Management</b>				
Total employees	2	2	2	2
Indigenous employees (#)	0	0		1
Net Increase Target	-	0	+1	-
Indigenous employees (%)	0.0%	0%	50%	50.0%
<b>Middle management</b>				
Total employees	6	6	6	6
Indigenous employees (#)	1	0	1	2
Net Increase Target	-	+1	+1	-
Indigenous employees (%)	16.7%	16.7%	33.3%	33.3%
<b>Positions Requiring University Equivalency</b>				
Total employees	52	52	52	52
Indigenous employees (#)	10	10	11	13
Net Increase Target	-	+1	+2	+2
Indigenous employees (%)	19.2%	21.2%	25%	28.9%
<b>Positions Requiring University/Trade Equivalency</b>				
Total employees	6	6	6	6
Indigenous employees (#)	5	5	6	6
Net Increase Target	-	+1	-	-
Indigenous employees (%)	83.33%	100%	100%	100%
<b>Positions Requiring High School Equivalency or No Formal Education</b>				
Total employees	28	28	28	28
Indigenous employees (#)	23	23	25	26
Net Increase Target	-	+2	+1	+1
Indigenous employees (%)	82.14%	89.28%	92.86%	96.42%

*\*Job classification definitions:*

*Senior Management - Position belonging to DM or SRM union code.*

*Middle Management - Position belonging to management NOC occupational code.*

*Professional - Position requiring university equivalency.*

*Paraprofessional - Position requiring college or trades equivalency.*

*Administrative - Position requiring high school equivalency.*