

# Aboriginal Employee Development Series

## Article 2: What is Your Organization Doing?

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### Hiring Checklist

A quick glance down this checklist will reveal to you several areas that you can work on to immediately improve the retention of Aboriginal workers. If you have never done a targeted recruitment strategy, you can ask yourself why not at the end of every question that is answered no.

#### Recruitment

- Is target recruiting done as part of the recruitment strategy? Why not?
- Does advertising material specifically recruit Aboriginals? Why not?
- Have partnerships been developed with training organizations and employment services representing Aboriginals?

#### Selection

- Have application forms and process such as interviews been developed and reviewed to remove Human Rights violations?
- Have application and selection processes been reviewed by those organizations or groups to which the outreach recruitment efforts are directed?
- Are Aboriginals included on interview panels?
- Are applications and interview questions free of Human Rights violations?
- Are all required tests job-related (are they bona fide occupational requirements)?
- Have tests been checked for validity, reliability, and accuracy?
- Do credential requirements match job task requirements?
- Do you have a process to assess prior learning to allow for alternative to formal credentials?
- Are applicants provided with the information they need to prepare for interviews and other selection processes?

#### Training

- Are employee training needs identified prior to hiring, after 30 days, or annually?
- Is there sensitivity training and teaching strategies provided for trainers and managers of Aboriginal employees?
- Are Aboriginal employees offered and encouraged to select the training they need?
- Is participation in training voluntary?
- Is training content and delivery adapted to learning needs?

## Retention

- Is there an orientation process for new workers?
- How are new employees provided with safety information?
- Are new Aboriginal employees assigned a mentor or buddy?
- Is the union meeting with newly hired Aboriginal members?
- Have supervisors and co-workers been prepared for the participation of Aboriginals in the workplace?
- Are managers and supervisors evaluated for their performance in integrating new employees?
- When making job assignments, are the skills and needs of employees matched to the work environment and job requirements?
- Has a code of conduct been developed that spells out what behaviour is expected from everyone?
- Is there a clear policy for harassment complaints?
- Is a clearly-defined grievance and conflict resolution procedure in place?
- Is the morale of newly hired workers assessed periodically?
- Are staff and supervisors trained to understand and accept different ways of doing the same task?
- Are alternative work arrangements available to all workers?
- Does everyone in the organization have an opportunity to evaluate the workplace environment for attachment barriers or signs of inclusion?
- What special supports are provided for Aboriginal employees?

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## Career development

- Are training opportunities available to all employees on an equitable basis?
- Are there differences in the promotion patterns of employees from different designated equity groups?
- Are internal job opportunities marketed to current Aboriginal employees?
- Is career counselling used to assist employees in identifying their aptitudes and interests?
- Are exit interviews conducted to identify reasons Aboriginal employees are leaving the organization?
- Other – customize your own checklist to address retention barriers
- Other
- Other