

## D3 Example Indigenous Employment Checklist

### How to use this template

*This checklist provides an overview to good practice in Indigenous Employment that an Indigenous business could use to develop its own Indigenous Employment Strategy.*

*The checklist below assumes that the business concerned is sufficiently large to require a detailed employment strategy. As such, smaller businesses may not necessarily need to address all of these areas to fulfill their Indigenous employment requirements.*

*Note - This document is an example and may not be appropriate for all businesses.*

Reference	Indigenous Employment Checklist
<b>1. Employment Preparation and Pathway Development</b>	
1.1	<u>Understand the capacity of local communities</u> : Companies investing in long-term Indigenous employment should understand the employment capacity of the local communities to ensure that any employment and pre-employment training programs reflect needs of this group.
1.2	<u>Pathways</u> : A good employment preparation program has a clear set of pathways allowing diverse individuals in a target group to systematically eliminate barriers to their employment.
1.3	<u>Partnerships</u> : Increasingly, employment preparation programs require partnerships with organisations that can assist participants with serious personal, health and other issues.
1.4	<u>Trainers</u> : Employment preparation is as much personal development as skills transfer. Skilled trainers with a strong personal commitment to the success of trainees, a good local knowledge and effective pedagogy are essential.
1.5	<u>Quality and business ownership</u> : Quality employment preparation is rarely outsourced. It depends on strong ownership by the business
<b>2. Recruitment and Support Services</b>	
2.1	<u>Keep it local</u> : Centralised recruitment systems and standard processes do not work. Effective Indigenous employment

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	depends on a strong local focus - knowledge, skills and relationships. Using local recruitment staff can lead to effective communication with applicants and improved decision making.
2.2	<u>Indigenous employment preference and fair assessment</u> : Establishing an Indigenous preference in recruitment, where Indigenous people who can do the job are given the job is critical. So is adapting assessment processes to remove cultural biases and focus on the success criteria for a role.
2.3	<u>Support Services</u> : Support personnel with detailed local knowledge, knowledge of the business and its systems and the ability to work closely with operational leaders are essential.
2.4	<u>Leadership</u> : No amount of support services can substitute for well trained and incentivised leaders who understand Indigenous employment issues and practical techniques to manage them.
<b>3. Human Resources</b>	
3.1	<u>Leadership</u> : Strong corporate leadership is necessary to drive the Indigenous Employment Strategy and clear any blockages which exist in implementation.
3.2	<u>Collaboration</u> : Human resources must co-manage Indigenous employment strategy and implementation with other parts of the business – particularly Community Relations and Corporate or External Affairs
3.3	<u>Innovation</u> : The business must be prepared to try new policies, practices and approaches. If business as usual worked, there would be no need for a strategy.
3.4	<u>Local Focus</u> : A locally focused HR team must be established to coordinate local Indigenous recruitment, employee support and performance issues. This team must have strong local knowledge and relationships.
3.5	<u>Leading and working in diverse teams</u> : A critical function of HR, in collaboration with other parts of the business, is to provide practical, locally-oriented training to help leaders and team members work together in culturally diverse teams.
<b>4. Social Investment: Education and Capacity Building</b>	

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4.1	<u>Long term social investments</u> : Best practice businesses will often make short, medium and long term investments that endure in the community, and are not simply focused on short-term results.
4.2	<u>Investments in local communities</u> : Effective social investment should start with issues which can realistically be addressed and target local gaps in wellbeing and educational achievement. This will in turn over time support an increase in Indigenous transition from education into company employment pathways.
4.3	<u>Corporate /Community Partnerships</u> : Frequent and structured school engagement is critical to identifying potential employees and keeping strong links with the local school. Similarly, Corporate/community partnership should be focused on direct achievable deliverables.
4.4	<u>Cultural Diversity</u> : Mainstream education disadvantages many Indigenous children by failing to address linguistic and cultural differences and generational disengagement with formal education. Effective education and capacity building programs need to account for cultural differences such as language and parental experience of education.