



Kitikmeot Qualified Business Registry

Appendix D: Inuit Employment and Training History

To be filled out by companies that had Kitikmeot Qualified Business contracts during the last three years.

A) Company Information

Please fill out a separate *Inuit Employment and Training History* form for each KQB contract that your company had during the past three years in Nunavut (see *Appendix E: KQBR Contracting History, Question 3*). This is an opportunity for your company demonstrate the Inuit content that you company provides. Please append additional pages as needed.

1. Inuit Majority Owned Company

Company Name:	Please provide your company policies and procedures related to Inuit training, employment, and advancement.
Contract Category for this Form:	
Was the Contract a KQB Contract? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Company policies and procedures are appended. <input type="checkbox"/> Yes <input type="checkbox"/> No	

2. Directions for Employee Metrics Calculations in this Form

a) Full Time Equivalent (see Sections B and C)

One full time equivalent (FTE) equals 2080 hours, representing one full time position for one year. The number of full-time equivalents that a company’s employees have worked can be determined by dividing the total number of person-hours by 2080 hours. In the following example, 6,240 person-hours represents 3 full time positions.

Example: 6,240 person-hours ÷ 2,080 hours of work per year = 3 full time positions; and conversely,
 3 full time positions x 2,080 hours of work per year = 6,240 person-hours.

b) Employee Turnover (please see Section C)

Turnover (%) = number employees who leave your company during the year ÷ average number of employees in that year x 100

c) Proportion of Total Gross Earnings (please see Section C)

Proportion (%) = employee category amount ÷ total employee amount x 100

B) Annual Inuit Employment Plan for KQB Contracts

1. KQB Contract Information

Company and Contract Information		
KQB Contract Category* for this form		
Name of company for whom the work was done		
Location(s) of the work		
Name of your company		
Name of partner company (if applicable)		
Start and end dates of KQB contract(s) during the past year	Contract renewal/extension terms	Start and end dates of Inuit employment information provided in this form

* Please see *Appendix E: KQBR Contracting History, Question 3.* for the list of goods and services categories.

2. Inuit Employment Target for the Past Year

a) Please provide the following information for the past year: target and actual numbers for Inuit employees, Inuit employee person-hours, and full-time equivalents (FTE). Include numbers for Kitikmeot and Nunavut Inuit resident in the Kitikmeot and elsewhere.

a) Targets for the Past Year	Target for Inuit Employment			Actual Inuit Employment		
	i) Number of Inuit Employees	ii) Person-Hours	iii) FTE*	iv) Number of Inuit Employees	v) Person-Hours	vi) FTE*
Nunavut Inuit Resident in Kitikmeot						
Nunavut Inuit Resident Elsewhere						
Total						

* Please see Section A, 2. a) of this form for the calculation to determine FTE.

b) If your company has not reached its Inuit Employment Targets in the past, i) what barriers were encountered and ii) what additional plans were put into place to increase your company's success in reaching them? (Append additional pages as needed.)

C) Employment Record

1. Annual Inuit Employment Target Plan - Please see Section A, 2. a of this form for the calculation to determine FTE.

a) Please provide the target numbers for the coming year for Kitikmeot and Nunavut Inuit employment.

a) Targets for the Coming Year	Target for Inuit Employment			
	Nunavut Inuit Employee Category	i) Number of Inuit Employees	ii) Person-Hours	iii) FTE*
Nunavut Inuit Resident in Kitikmeot				
Nunavut Inuit Resident Elsewhere				
Total				

* Please see Section A, 2. a) of this form for the calculation to determine FTE.

b) i) Please provide your company’s plans for how it will reach its Inuit Employment Targets for expected contracts in the coming year.

ii) What were some of the barriers to employing Inuit in the past? iii) How will you overcome these barriers?

2. Your Company’s Employment - Please provide the following employment metrics for the past three years in Tables 2. a) to c) for Kitikmeot Inuit, Nunavut Inuit and other employees resident in the Kitikmeot and elsewhere: i) employee numbers (hired, lost, annual average, turnover); ii) number of each type of employee (permanent full time, permanent part time, seasonal full time, other); iii) person-hours; iv) full time equivalents (FTE); v) gross earnings; and, vi) proportion.

2. a) Employment Metrics for Three Years Ago		Employees Resident in the Kitikmeot			Employees Resident Elsewhere			All
		Kitikmeot Inuit	Other Nunavut Inuit	All Others	Kitikmeot Inuit	Other Nunavut Inuit	All Others	Total
i) Number of Employees	Hired							
	Lost							
	Annual average							
	Turnover (%)							
ii) Number of Each Type of Employee	Permanent full time							
	Permanent part time							
	Seasonal full time							
	Summer students							
iii) Person-Hours								
iv) Full-Time Equivalents (FTE)								
v) Gross Earnings								
vi) Proportion of total gross earnings								

2. b) Employment Metrics for Two Years Ago		Employees Resident in the Kitikmeot			Employees Resident Elsewhere			All
		Kitikmeot Inuit	Other Nunavut Inuit	All Others	Kitikmeot Inuit	Other Nunavut Inuit	All Others	Total
i) Number of Employees	Hired							
	Lost							
	Annual average							
	Turnover (%)							
ii) Number of Each Type of Employee	Permanent full time							
	Permanent part time							
	Seasonal full time							
	Summer students							
iii) Person-Hours								
iv) Full-Time Equivalents (FTE)								
v) Gross Earnings								
vi) Proportion of total gross earnings								

2. c) Employment Metrics for One Year Ago		Employees Resident in the Kitikmeot			Employees Resident Elsewhere			All
		Kitikmeot Inuit	Other Nunavut Inuit	All Others	Kitikmeot Inuit	Other Nunavut Inuit	All Others	Total
i) Number of Employees	Hired							
	Lost							
	Annual average							
	Turnover (%)							
ii) Number of Each Type of Employee	Permanent full time							
	Permanent part time							
	Seasonal full time							
	Summer students							
iii) Person-Hours								
iv) Full-Time Equivalents (FTE)								
v) Gross Earnings								
vi) Proportion of total gross earnings								

2. d) i) Please provide the reasons for the turnover of Inuit employees in your company.
 ii) Were employees provided with the opportunity for training for positions with a better fit within your company?
 iii) What did your company do to improve retention and identify and address causes of turnover?

E) Professional Level and Advancement of Inuit - Please provide for the past five years: a) the number and b) the proportion of employees in your company at each professional level for Kitikmeot Inuit, Nunavut Inuit, and non-Nunavut Inuit resident in the Kitikmeot and elsewhere.

a) Number of Years Ago (1 = Past Year)	b) Professional Level	c) Number and Proportion of Employees									
		Kitikmeot Inuit		Nunavut Inuit		Non-Nunavut Inuit Resident in the Kitikmeot		Non-Nunavut Inuit Resident Elsewhere		Total	
		Number	Proportion	Number	Proportion	Number	Proportion	Number	Proportion	Number	Proportion
	Trades/operations/ production										
1			%		%		%		%		%
2			%		%		%		%		%
3			%		%		%		%		%
4			%		%		%		%		%
5			%		%		%		%		%
	Professional/ supervisory										
1			%		%		%		%		%
2			%		%		%		%		%
3			%		%		%		%		%
4			%		%		%		%		%
5			%		%		%		%		%
	Management										
1			%		%		%		%		%
2			%		%		%		%		%
3			%		%		%		%		%
4			%		%		%		%		%
5			%		%		%		%		%
	Executive										
1			%		%		%		%		%
2			%		%		%		%		%
3			%		%		%		%		%
4			%		%		%		%		%
5			%		%		%		%		%

F) Professional Development Opportunities

Please provide the details of the type of professional development opportunity and the number of Inuit who were given professional development opportunities by your company during the past year for: a) Kitikmeot Inuit employees and b) Nunavut Inuit employees. Please expand the table as needed.

1. Number of Inuit Employees Provided Professional Development Opportunities

Professional Development Opportunity for Inuit Employees	a) Descriptive Name of the Opportunity	b) Number of Kitikmeot Inuit Employees Provided the Opportunity	c) Number of Nunavut Inuit Employees Provided the Opportunity
On the job training			
Other training (please specify type)			
Career counselling			
Career planning			
Mentorship			
Apprenticeship			
Advancement			
Certifications			
Other (please specify):			

2. Please append additional pages for the following questions.

- a) Please describe each of the professional development opportunities for Inuit selected in the table above, including the opportunity type, duration, and content and other relevant characteristics. What did your company provide to Inuit employees for each of these professional development opportunities?
- b) Were the professional development opportunities part of an ongoing multi-year program for Inuit employees?
- c) Did Inuit employee participants receive any type of certification upon completion?
- d) What were the outcomes?

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