Aboriginal and Torres Strait Islander Employment Report

Purpose: This report template is designed to assist organisations to track their progress in Aboriginal and Torres Strait Islander employment and identify any areas that need improvement.

Target: Assess how the organisation is performing against targets in the areas of:

- Recruitment (engagement)
  - ▶ Retention (based on attrition)
  - ▶ voluntary separation
  - ▶ involuntary
- As a percentage of the total workforce
- Location (if you have more than one location) *Table can be amended to show data by location and then totalled for organisation profile.

Representation over time: Track this data over time to identify any patterns or trends and see where more effort may be required; i.e. if retention is good then recruitment may need to be an area of focus, etc.

Organisation Name (1 January 20XX)	2019	2020	2021	2022
Total employees				
Aboriginal and Torres Strait Islander employees				
Aboriginal and Torres Strait Islander recruitment (engagement)				
Retention				
Voluntary separation				
Involuntary separation				
Aboriginal and Torres Strait Islander attrition (employees leaving)				
Aboriginal and Torres Strait Islander employment profile %				
Target %				

Performance: Having a visual representation of performance can assist to tell you at a glance if you need to pay more attention to your performance in this area

- On track
- Below target
- Under performing