# 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.

Fill out the table below with your organisation’s figures as of 1st January each year.

| **Organisaton 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 Islanderemployment 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

For example:

On track (shade in **green**)

Below target (shade in **orange**)

Under performing (shade in **red**)