

Employment Equity Plan Tables

The following two tables show how:

- representation gaps discovered during your workforce analysis, and
- employment barriers being faced by members of one or more designated groups discovered during your employment systems review should be captured in your employment equity plan alongside short-and long-term goals to close the gaps and remove the barriers.

A separate table must be created for each of the 4 designated groups and kept in your employment equity records for at least 2 years after the end of an employment equity plan to which these tables relate.

Workforce Analysis				Employment Equity Plan		
EEOG #	Employment Equity Occupational Group (EEOG)	Gap		Numerical Goal	Time Frame	Manager Responsible
		#	%			
01	Senior Managers					
02	Middle & Other Managers					
03	Professionals					
04	Semi-Professionals & Technicians					
05	Supervisors					
06	Supervisors: Crafts & Trades					
07	Administrative & Senior Clerical					
08	Skilled Sales & Service Personnel					
09	Skilled Crafts & Trades Workers					
10	Clerical Personnel					
11	Intermediate Sales & Service Personnel					
12	Semi-Skilled Manual Workers					
13	Other Sales & Service Personnel					
14	Other Manual Workers					

Employment Systems Review				Employment Equity Plan		
EEOG #	Policy/Practice (written/unwritten)	Barrier Identified	Recommendation	Non-numerical Goal* (measures to be taken)	Time Frame	Manager Responsible
Recruitment, Selection and Hiring						
Training and Development						
Promotion Systems						
Retention and Termination						
Reasonable Accommodation						
Attitudes and Corporate Culture						