

**EQUAL OPPORTUNITIES FOR WOMEN PROGRAM**  
**PROGRAMME DE L'ÉGALITÉ D'ACCÈS À L'EMPLOI POUR LA FEMME**

**FORM - FORMULE 1**  
**Fiscal Year/Année financière**

1978-79

**Rationale/Explication**

The Department is in need of a system to enable it to identify qualified and interested men and women who are under-utilized and to develop improved utilization strategies, including the development of career paths and programmes for employees with potential for development.

**Objective/Objectif**

To continue compiling inventories in order that there will be a less-cumbersome method of ascertaining the skills of employees.

**Action Plans (Activities)/Plans d'action (activités)**

The Human Resources Planning Section will:

- complete work experience inventories for the SCY and PRC groups;
- up-date inventories for the CM and CR groups;
- introduce an inventory for FS group.

Potentially this will affect all employees in the Department.

**Evaluation Criteria/Critères d'évaluation**

- Number and type of user sections;
- alterations to recruitment programmes;
- definition of training required;
- utility in career counselling and career planning process.

**Evaluation/Évaluation**

The compilation of information to be included in our inventory system is still continuing. The inventories for the rotational support groups should be established by March 1979. Vocabularies are being developed for all other main occupational groups in the Department.

A very limited use has been made of the information contained on the present inventory card system as it was found to be incomplete. Because of this, the system has been re-examined and new requirements are being built into it.