



25 Ways to Implement Fair Chances

The following list provides 25 action items that you can consider when incorporating fair chances into your organization.

Hiring Process

1. Hiring managers and staff receive training and information about the impacts of justice involvement, the predictive value of criminal record checks in the hiring process and the importance of fairly assessing record check results.
2. If you are a fair chance employer, it is stated in your job postings.
3. If a criminal record check is part of the hiring process for a particular position, it is stated in the job posting.
4. If a positive criminal record check is not a disqualifying factor for applicants to the position, it is stated in the job posting.
5. Candidates are proactively invited to participate in an open discussion about any past convictions during an interview.
6. If a criminal record check will be requested, candidates are informed ahead of time on what information will be requested, what will be reviewed, by whom and how this information will be kept and stored.

Record Check Process

7. Individual assessments are made for each position and criminal record checks are only requested where it is relevant to the position.
8. Criminal record checks are only performed after a conditional offer of employment has been made.
9. When a positive check result is received, the relevance of the record to the position is considered and any irrelevant records are not considered.
10. If a record check is performed by a third-party company, they are instructed to only provide information about results that have been deemed relevant to the position.
11. The circumstances of any record or conviction are considered in the individual assessments of candidates.
12. Steps are taken to ensure that access to record check results is limited to only those who require it (e.g., management) and that the privacy of job candidates is maintained.

Onboarding & Job Retention

13. Employees are provided with flexible working and shift scheduling opportunities.
14. Employees are provided with resources and referrals to address potential challenges (e.g., housing, transportation to and from work, childcare, etc.).

15. Employees who are looking to apply for a record suspension are supported and assisted with the process as needed.
16. Support is provided to employees to help maintain/meet probation or parole-related conditions or requirements (e.g., scheduling conflicts, referrals, etc.).
17. New hires are provided with structured support mechanisms (e.g., regular check-ins with manager, mentorship, etc.) to promote successful integration into the workplace.

Candidate Sourcing

18. Promotion and outreach are done with employer peers, employment placement agencies and through other employee recruitment opportunities (e.g., conferences, job fairs, hiring initiatives, etc.) to share information and bring awareness to the organization's fair chance hiring policies.
19. Job categories that are more accessible to candidates with past justice involvement are identified and shared with recruitment partners and agencies.
20. Outreach is done to collaborate with and support agencies who work with individuals with past justice involvement to train and recruit job-ready candidates (e.g., funding, expertise sharing, placement programs, etc.)

Community-Building

21. Hiring staff and management are encouraged to attend, engage with and support learning opportunities about fair chance hiring (e.g., roundtable discussions, presentations sharing the benefits of fair chance hiring at your organization, etc.).
22. Fair chance hiring is incorporated into the organization's diversity, equity and inclusion strategies and commitments.
23. The organization's CEO or leadership team expresses and champions fair chance hiring in public engagements (e.g., conferences, social media, etc.).
24. Community partners and individuals with lived experience of justice involvement are consulted and their experiences inform the organization's fair chance hiring practices and policies.
25. Formalized sponsorship opportunities are created to encourage the recruitment of justice-involved candidates (e.g., fellowships, scholarships, etc.).