

## Checklist for Hiring an Applicant with a Criminal Conviction

Type of Offence	Yes/No	Comments
<b>Consider the crime: Take time to look at what kind of crime the person committed and how long ago they committed it.</b>		
Conviction for a crime of a fraudulent nature.		
Conviction for a crime of a sexual nature.		
Conviction for misdemeanors, possession charges, driving offences or theft.		
Conviction for a crime of a violent nature.		
<b>Suitability for role</b>		
Meets minimum qualification requirements.		
Meets minimum experience requirements.		
Demonstrated expertise in relevant field.		
<b>Pros and Considerations</b>		
Most are very loyal: Employees with criminal backgrounds are less likely to quit and generally work harder than most other employees.		
You maintain compliance: Passing over potential job candidates simply because of a criminal background may get you in trouble for discrimination.		
Hiring people with criminal records gives your company new talent: Employees with criminal records will bring a different perspective to your organisation that could be beneficial. It's always good to have diversity in your workplace with new talent.		
<b>Cons and Considerations</b>		
There is a risk of recidivism: People with criminal records have a real risk of having a relapse.		
They can bring danger into your workplace: Ex-offenders might exhibit behaviours that are a danger to your organisation or other employees.		
<b>Tips for hiring people with Criminal Backgrounds</b>		
Look for evidence of things they've done to turn themselves around. For example have they gone to counseling or volunteered?		
Pay attention to how they interact with others before and after the interview. Do they interact well? Would they fit in to the current work environment?		
Do they cooperate well?		
Are they friendly?		
Do they have a potential to cause confrontation?		
Do they open up in the interview?		