

# The Fair Chance Hiring Campaign

Leveraging the full talent pool for strategic success

## What Investors Can Do

Companies subject themselves to multiple risks and miss opportunities by failing to engage in Smart Hiring practices. Investors can help to identify these risks and opportunities and guide companies towards best practices using the questions and suggestions below. *Note that it is often best to supply questions to the company ahead of time as this is an area that typical investor relations or sustainability contacts have little experience in.*

### Inquire

- What are your policies around hiring people with criminal records?
- **Job announcement.** Is there anything about criminal backgrounds on any of your job announcements?
- **Job application.** Is the question about conviction history on the job application? If so, what do you do with the applications with the box checked?
- **Interview.** Do you discuss a conviction history during the job interview? If so, how is it discussed?
- **Disqualifications.**
  - Are there any categories of people with records that you automatically disqualify?
  - Are there any automatic disqualifying offenses?
  - If not, how is the conviction considered? (What factors?)
  - Are there any opportunities for applicant to respond to disqualifications?
- **Background check report.** Do you perform a background check for certain jobs? Which jobs? If yes:
  - What company performs the check? How did you choose the company?
  - When do you perform the check?
  - Does the background check company provide any pre-screening service?
  - Who has access to the background check information on your staff? HR? Hiring managers? Others?
- Can you provide more information regarding your policies and procedures for hiring people with criminal backgrounds and what, if anything, the company is doing to address this systemic barrier to employment?
- Has the company tracked any changes in hiring outcomes? If so, what outcomes have been observed? If not, how would the company measure this?
- Do you know how many background checks are run and how that number has changed over time?
- Do you provide training to help HR move past the “ban the box” practice? What does this involve?

### 10 Best-Practices to Suggest

1. Make hiring policies public
2. Train Human Resources and managers on these issues
3. Don't ask about criminal histories on initial job applications
4. Run background checks only for sensitive positions and then after a conditional offer of employment
5. Only consider convictions and pending cases
6. Consider the age and nature of the offense
7. Give the applicant the ability to contest the accuracy and relevance of the offense
8. Measure outcomes of fair hiring and benchmark progress
9. Sign the White House Fair Chance Business Pledge
10. Engage in proactive hiring initiatives such as the 100,000 Opportunities Initiative and share experiences with corporate peers

The Fair Chance Hiring Campaign is a collective of asset owners, investment managers and advocates working to address and advance smart, fair chance hiring practices in the private sector. To join our coalition or to learn more contact Mary Vaccari at [mvaccari@iccr.org](mailto:mvaccari@iccr.org) or Corey Klemmer at [cklemmer@aflcio.org](mailto:cklemmer@aflcio.org).