

Employers Toolkit for Reviewing Applicant Criminal History

Background

With the United States facing an unprecedented labor shortage as the percentage of working age adults in society will decrease from 62 percent to 57 percent in the next 10 to 15 years as the wave of baby boomers continue to retire, there is an opportunity to provide a second chance to the millions of Americans with a Criminal Background. Here in Minnesota, employers currently face a worker shortage of 100,000 people.

Signed into law in 2013, Minnesota's Ban-the-Box law prohibits employers from asking about an individual's criminal record until the applicant is interviewed or given a conditional job offer. The law covers all Minnesota employers unless they are exempted by law.

The Minnesota Department of Human Rights released the Employers Toolkit for Reviewing Applicant Criminal History for businesses, organizations, communities, chambers of commerce and local governments interested in starting conversations about workforce inclusion, the impact of collateral consequences, and offering people with a criminal background a second chance at employment.

Audience

This toolkit is designed to start conversations in Minnesota communities about ban-the-box law, diversity and inclusion, criminal background and human rights utilizing presentations specifically designed for organizations, chambers of commerce and other events.

General public, Minnesota employers, businesses, organizations working with reentry, human rights commissions, businesses, schools, colleges, other organizations working with human rights and criminal background. Conversations can be tailored for executive leadership, managers, supervisors, human resources professionals, small groups or large staff meetings up to 300.

Materials Available for Job Seekers & Employers

Job Seekers and Community Organizations

- **MDHR Speaker Request:** Contact [MDHR Communications](#) to request a speaker or presenter at your next event or host an event to discuss Ban-the-Box and second chance opportunities.
- **Webinar:** View or host a screening of the MDHR Webinar, "[Beyond Ban-the-Box: Hiring People with Criminal Records](#)". MDHR staff are available to facilitate follow up conversations with employees or small groups.
- **Brochure:** Request copies of MDHR's Ban-the-Box and Criminal Records in Employment brochure by contacting [MDHR Communications](#) or download a copy at the [MDHR website](#).
- **Quick Reference Card:** Ban-the-Box quick reference cards that outline the law, how the law works and potential exemptions. Request the quick reference cards by contacting [MDHR Communications](#)
- **Poster:** MDHR's Ban-the-Box poster is available for your convenience at the [MDHR website](#)

Employers

- **Request an MDHR Speaker for Your Organization:** Contact [MDHR Communications](#) to request a speaker or presenter at your next event or host an event to discuss one or more of the following topics Ban-the-Box, second chance opportunities, diversity and inclusion, sexual harassment, the talent pipeline and economic development.
- **Webinar:** View or host a screening of the MDHR Webinar, “[Beyond Ban-the-Box: Hiring People with Criminal Records](#)”
- **Brochure:** Download a copy of MDHR’s Ban-the-Box and Criminal Records in Employment brochure at the [MDHR website](#). Copies are also available by contacting [MDHR Communications](#).
- **Share Your Organization’s Experience Online.**
 - **Use the** social media hashtags: #banthebox and #minnesotarights
 - **Suggested social media posts:**
 - **Event Posts**
 - Please join **your organization** for a presentation on Ban the Box and Criminal Records in Employment at **Location, Time, Date**. #banthebox
 - **Awareness Posts:**
 - Learn about creating second chance opportunities and Minnesota’s Ban-the-Box at @mnhumanrights
https://mn.gov/mdhr/assets/BantheBox_Brochure_r2Final_opt_tcm1061-335905.pdf
 - Learn about some common violations of the Ban-the-Box law at MDHR: Have you been convicted or plead guilty to a crime?
https://mn.gov/mdhr/assets/BantheBox_Brochure_r2Final_opt_tcm1061-335905.pdf
 - Report violations of the Ban-the-Box law at MDHR such as Have you been convicted or plead guilty to a crime? <https://mn.gov/mdhr/employers/criminal-background/ban-the-box-form.jsp>
 - Have you seen this question “Have you ever been arrested or convicted?” on an employment application? Report it to MDHR <https://mn.gov/mdhr/employers/criminal-background/ban-the-box-form.jsp>
 - Have you seen this question “Have you had any driving violations besides parking tickets?” on an employment application? Report it to MDHR
<https://mn.gov/mdhr/employers/criminal-background/ban-the-box-form.jsp>

Requirements:

- For presentations on ban-the-box law, criminal backgrounds or diversity and inclusion, we simply need a date, time, goal and other basic information to coordinate an event with you.
- Seating for the audience