



# Tips for Hiring Second Chance Individuals

It's important to look at the whole picture: Consider recency of conviction(s), circumstances surrounding the conviction(s), employment history, and demonstrated commitment to self-improvement when making an employment decision. Consider each applicant and job requirement individually.

## How to Prepare

- Train your hiring staff to read a criminal background check accurately
- Reassess your hiring process and remove potentially discriminatory questions from applications
- Collaborate with local partners who are experts in working with second chance individuals that can provide holistic wrap-around services
- Write specific job duties, develop structure, and create clear performance expectations

## Once Hired

- Demonstrate compassion and forgiveness by allowing setbacks and second chances
- Assign trained mentors or success coaches to second chance individuals
- Create a culture of inclusion and foster a sense of belonging
- Celebrate wins

## Additional Considerations

- Revisit attendance, uniforms, drug testing, and tattoo policies
- Offer digital literacy training and soft skills coaching, including training on how to interact professionally in a workplace
- Review criminal background checks only after job offers have been issued

**The Texas Workforce Commission has programs and services to help you navigate second chance employment: [twc.texas.gov/reentry](https://twc.texas.gov/reentry)**



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