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The Attitudes and Practices of Chicago
Area Employers Regarding the Hiring of
Ex-Offenders: A Survey

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THE ATTITUDES AND PRACTICES
OF CHICAGO AREA EMPLOYERS REGARDING
THE HIRING OF EX-OFFENDERS: A SURVEY

A Report of the Project
Director for Manpower
Administration Project
91-17-75-01-01

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January, 1976

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16. Abstracts <p>This project, during the year of its operation, used survey research methods (questionnaires and interviews) to determine the attitudes and practices of a randomly selected group of Chicago area businesses, with regard to hiring individuals with criminal conviction records. The objective was to gain insight into the reasons offered by some employers for not employing such individuals, and to determine to what extent employers refuse to consider such individuals.</p> <p>The final report displays the accumulated information graphically, and pinpoints employer rationale. The report also discusses factors in the background of ex-offenders not related to criminal activity, which often make such individuals poor risk employees, and discusses ways to remedy the problem.</p>					
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A. Goals and Objectives

The primary objective of the project was to determine employer attitudes and practices regarding the hiring of individuals with conviction records. The project sought to determine the degree of employer resistance to hiring such individuals, and the reasons for such resistance. Other questions which the project sought to answer included the following:

1. If employers are reluctant to hire such individuals, upon what criteria or rationale is this decision based?
2. What types of businesses are most likely to hire such individuals, and what businesses are most likely not to hire them?
3. Are there particular types of convictions which often preclude consideration for hiring?
4. Do most employers have a policy, formally stated, in regard to hiring of individuals with conviction records?

B. Rationale for Project

Ex-offenders are a diverse group with a multitude of complex problems. However, a common denominator for most is that they have difficulty in the world of work. Despite wide variations in their marketable job skills, a large percentage have difficulty in finding and in holding jobs.¹ According to many ex-offenders, part of this difficulty derives from the fact that many employers are reluctant to hire them. And traditionally, whole sectors of the business sector have refused to

consider such individuals for employment, such as banking and finance, public utilities, and insurance.²

A survey of men released from federal prison found that although the median age was 29 years, more than 10 percent had never been employed and more than 50 percent had been employed a total of less than 2 years prior to incarceration, often because of earlier criminal records. Following release the unemployment rate for this group was three times the average for all other males in the same age bracket.³

Personal factors also effect the ex-offender's ability to find work. These range from negative attitudes toward work and lack of emotional stability among young offenders, to the counter-productive work experience in a penal institution which denigrates labor by short hours, "make-do" work, little or no pay, and no prestige.⁴

The lack of opportunity in the world of work has been often cited by ex-offenders and criminal justice professionals as a major cause of recidivism. Prior to effective planning for a solution to the problem of chronic unemployment among ex-offenders, adequate research must be undertaken to determine the reasons why some employers are reluctant to hire ex-offenders.

Major contributing factors, other than conviction for a crime, may be negative past experience in hiring

such individuals, their lack of any marketable skills, or proper work habits and attitudes. When one considers these factors, and couples them with the economic cycles of our society and its periodically high rate of unemployment among the non-offender population, a clearer picture emerges concerning the employment problems of the ex-offender. This project focuses on only one factor, however, whether cited here or not, other factors may be of equal or greater importance.

C. Project Advisory Committee

To assist in developing a questionnaire to be mailed to employers, a project advisory committee was established. A list of the members of this committee can be found in the appendix of this report. The committee consisted of employers, personnel specialists, employment counselors, ex-offenders, and university research specialists.

D. The Questionnaire

Much time and effort went into the development of the questionnaire. It could not be too long, since experience had illustrated that the shorter the form the greater the response rate. It could not delve too deeply into what was considered to be a sensitive issue, since this would also reduce the response rate. And yet, certain basic questions needed to be answered if the objectives

of the study were to be obtained.

The final version of the questionnaire, which can be found in the appendix of this report, consisted of 21 questions. The first three questions were identifiers (type, size, and location of business) and the other 18 questions concerned company policies, attitudes and practices regarding the employment of ex-offenders. This questionnaire was reproduced in mimeographed form and mailed, along with an explanatory cover letter to the employers selected. Sixty days after the first mailing, a second questionnaire and cover letter were mailed to all employers who did not respond to the first mailing. Also at this time, project staff began to arrange personal interviews with a small sampling of employers who had not responded to the first mailing.

Responses to each question on the questionnaire have been tabulated in chart form in this report. In only a small percentage of cases was a returned questionnaire completely filled out. In most cases where an incomplete questionnaire was returned, it was indicated that the information sought was not available or easily accessible. In some cases no commentary was made and questions were left blank. Therefore, in reading the charts it will be noted that the total responses for an individual question usually do not

equal the total number of questionnaires returned.

E. Sampling Method

The sampling of employers was done using a book entitled Metropolitan Chicago Major Employers, compiled by the Research and Statistics Division of the Chicago Association of Commerce and Industry. The following steps were used to obtain the sample from the sourcebook:

1. Each company in the total sample was assigned a number. Numbers ranged from 1 to 1088.
2. There were three subgroups in the sample. Group A consisted of employers with over 1000 employees. Group B consisted of employers with between 500 and 1000 employees. Group C consisted of employers with between 250 and 500 employees. The total number of employers in each sub-group was determined.
3. The end points of the sub-groups were determined.
4. The midpoints of the sub-groups were determined.
5. Beginning with the lowest numerical value of the midpoints, that number was assigned the value of one. This number was divided into the other midpoints and the quotient became the value assigned to the midpoints.
6. The values obtained in step 5 were multiplied by the total number of companies within each sub-group. The end products were 1072,448, and 578 for Groups A, B, and C.
7. The products obtained in step 6 were added.
8. The total number of companies that were to be sampled were determined. This number was di-

vided into the sum obtained in step 7. The quotient obtained was the interval. The total number of companies to be sampled was 530. This was divided into the sum of step 7 to determine an interval of 4.2.

9. A random number between 1 and 4 was selected. Starting with the first company in the book which exceeded the random number, the interval was added to it. This process was repeated until all sample companies were selected

F. Size and Category of Business

Four business sizes were originally selected. The fourth category was to be businesses with less than 250 employees. However, the returns from a pre-sample mailing indicated that this category should not be included because of the extremely low probable response rate (see data on pre-sample below).

With regard to type of business, after reviewing the categories listed by the U.S. Department of Labor, the U.S. Employment Service, and the Illinois State Employment Service, it was decided to place all businesses in the sample in seven basic categories for purposes of tabulation. These categories were:

- Construction and Building Trades
- Manufacturing
- Transportation, Communication and Utilities
- Wholesale Trade
- Retail Trade
- Finance, Insurance and Real Estate
- Service industries

G. Pre-Sample Mailing

To test response rates, questionnaires were mailed

to 100 employees in the Chicago area. Twenty-five were mailed to each of the four original groups:

- Businesses employing over 1000 employees
- Businesses employing between 500 and 1000 employees
- Businesses employing between 250 and 500 employees
- Businesses employing less than 250 employees

The total return rate was 21 percent, and the lowest return rate (4 percent) was from businesses with less than 250 employees. It was then decided to eliminate this category from the regular mailing sample.

H. Responses to Questionnaire

A total of 530 questionnaires were mailed to employers in the Chicago area. This produced a response rate of 20 percent or 110 returns. A second mailing was done sixty days after the first mailing to those employers who did not respond to the first questionnaire (420 employers). Also at this time project staff began to arrange personal interviews with some of the 420 employers who did not respond to the first mailing. This increased the total response rate to 185 out of 530 or 34.9 percent.

The highest response rate was 53 percent by employers in the service industries, and the lowest response

rate was 5.3 percent for employers in the category "Finance, Insurance, and Real Estate." Information concerning category response rates can be found in Chart I.

Chart I

Response Rate by Type of Business			
Type	Number Q's Sent	Number Returned	Percent Returned*
Construction & Building Trades	31	9	29
Manufacturing	236	94	40
Transportation, Communication & Utilities	58	21	36
Wholesale Trade	55	11	20
Retail Trade	46	13	29
Finance, In- surance & Real Estate	38	2	5
Service	66	35	53
Totals	530	185	35

*All percentages rounded to nearest whole number

Company Policy Regarding Employment of Individuals with Conviction Records

As indicated in Chart II, almost half of the employers responding (48 percent) had no policy regarding the employment of individuals with conviction records. An informal policy (no printed or published policy) was used by 43 percent of the responding employers,

and only 9 percent had a formal policy.

Chart II

Company Policy Regarding Conviction Records

Type	Formal Policy	Informal Policy	No Policy
Construction & Building Trades	1	5	4
Manufacturing	8	36	41
Transportation, Communication & Utilities	1	5	5
Wholesale Trade	0	4	5
Retail Trade	0	0	3
Finance, Insurance & Real Estate	0	0	2
Service	3	17	15
Totals	13	67	75

The fact that 90 percent of the responding employers had no formal policy regarding employment of individuals with conviction records would seem to indicate one or more of the following:

- a. Most employers did not feel that it was an issue requiring policy establishment, or,
- b. Most employers did not feel that the problem arose in enough instances to warrant developing a policy, or

c. Most employers had an "unwritten" policy which they did not wish to publicly disclose, or,

d. Most employers wished to remain flexible and treat each individual case on its merits.

A large percentage of respondents indicated that they did, in fact, attempt to handle each case of an individual with a conviction record on its own merit.

Businesses That Had Hired Individuals with Convictions

Chart III indicates that well over half the responding employers (66.6 percent) had hired individuals with conviction records in the past. Only 9 percent of respondents had not hired such individuals in the past, and 24.2 percent indicated that they did not know if the company had hired such individuals. An anticipated problem with this question was that many employers probably did not have such information easily accessible, especially for employees hired more than a year or two prior to receiving the questionnaire. Nor was such information kept updated, so that with changes in staff in a personnel office, much of this information would be buried in the records. As expected, a fairly large percentage of employers (48 percent) returning the questionnaire did not respond to this question. Thus, it is very likely that a larger percentage of responding employers had hired such individuals in the past.

Chart III

Businesses That Had
Hired Individuals with Convictions

Type	Hired In Past	Not Hired In Past	Do Not Know
Construction & Building Trades	5	0	2
Manufacturing	33	3	8
Transportation, Communication & Utilities	7	0	4
Wholesale Trade	0	1	6
Retail Trade	0	0	0
Finance, In- surance & Real Estate	0	0	2
Service	17	7	8
Totals	62	11	30

Businesses That Would
Consider Hiring an Individual with a Conviction Record

The vast majority of employers responding (89 per-
cent) stated that they would consider hiring indivi-
duals with conviction records. Only 11 percent stated
that they would not do so. Of those employers who would
consider, many prefaced this response with a statement
that it would depend on the offense, and the circum-
stances surrounding the offense. Chart IV provides a
breakdown in the responses by type of business.

Chart IV

Businesses that would Consider Hiring an Ex-Offender		
Type	Would Consider	Would Not Consider
Construction & Building	6	1
Manufacturing	60	4
Transportation, Communication & Utilities	10	1
Wholesale Trade	6	0
Retail Trade	2	0
Finance, Insurance & Real Estate	2	0
Services	25	7
Total	110	13

Businesses Which Inquire
About Convictions on Employment Applications

About half of the responding employers (44 percent) do not inquire about conviction records on their employment applications, whereas 56 percent do inquire. With a reduction in company size there is an accompanying decrease in the number of companies who ask this question on the application for employment. Thus, companies which employ over 1000 people ask this question most often, and companies which employ between 250 and 500 employees ask this question least often. Since the project did not sample

companies which employ less than 250 persons, there is no evidence to indicate that this trend would continue as businesses became smaller and smaller. The larger the company, the more likely it is to have a large personnel office with many personnel workers to check on applications. The larger companies would also have had more experience in interviewing applicants with conviction records, since they would have a larger number of unemployed individuals coming to them for employment. Smaller businesses may not include this question as often because they do not have personnel staff to devote time to verifying information on the application form. However, to offset this factor, many small businesses probably purchase standard application forms from office supply houses, instead of having their own forms printed, and many of these standard forms do have a section where inquiries are made concerning conviction records.

If many companies do not inquire about convictions on the application form, some of these companies may ask about convictions during an employment interview. Of the employers who responded, about half (49 percent) inquire about convictions during the employment interview.

Chart V

**Businesses Which Inquire About A
Conviction on an Employment Application**

Type	Do Inquire	Do Not Inquire
Construction & Building Trades	4	3
Manufacturing	35	36
Transportation, Communication & Utilities	7	4
Wholesale Trade	3	4
Retail Trade	1	0
Finance, In- surance & Real Estate	2	3
Service	21	14
Total	73	58

Chart VI

**Businesses Which Inquire About a
Conviction During an Employment Interview**

Type	Inquire	Do Not Inquire
Construction & Building Trades	1	6
Manufacturing	36	29
Transportation, Communication & Utilities	6	3
Wholesale Trade	0	6
Retail Trade	0	0
Finance, In- surance & Real Estate	0	2
Service	16	17
Total	59	63

Reaction of Employer
If Applicant Discloses a Conviction

According to the responding employers, if an applicant discloses a conviction record, he or she stands a small chance of being disqualified for employment. This information is displayed in Chart VII.

Chart VII

Reaction of Employer
If Applicant Discloses a Conviction

Type	Disqualify			
	Automatic	Usually	Sometimes	No
Construction & Building	0	0	3	3
Manufacturing	1	2	30	30
Transportation, Communication and Utilities	0	2	4	3
Wholesale Trade	0	1	1	3
Retail Trade	0	0	1	0
Finance, Insurance & Real Estate	0	0	0	0
Service	3	1	20	8
Total	4	6	59	48

Only 3.5 percent of responding employers would automatically disqualify, and 5.4 percent would usually disqualify. This is a total of less than 9 percent, an unusually small figure. It must be

remembered, however, that responding employers represent only about a third of those to whom questionnaires were mailed, and that among those employers who did not respond, the percentage who would automatically or usually disqualify for employment is probably much larger. Another point that should be noted is that 40 percent of responding employers stated that disclosure of a conviction record would not disqualify for employment. As with other questions on the questionnaire, many employers stated that it would really depend upon type of conviction and the circumstances surrounding the conviction.

Reaction of Employer if Applicant
Is Hired, After Failing to List Conviction
Record on Application and Such Record is Subse-
quently Revealed

Out of 84 employers responding to this question, 60 percent stated they would discharge the employee. Subsequent interviews with a small sample of 12 of these employers illicited the following rationale for such action:

- a. Such employees have demonstrated by supplying false information that they were not trustworthy.
- b. Company policy dictated that such individuals would not be hired in the first instance. Therefore, such a disclosure resulted in automatic dismissal

Information concerning this question is displayed in Chart VIII.

Chart VIII

Reaction of Employer if Applicant Is Hired After Failing to List Conviction And it is Subsequently Revealed		
Type	Employee Discharged	Employee Not Discharged
Construction & Building Trades	2	1
Manufacturing	27	16
Transportation, Communication & Utilities	6	4
Wholesale Trade	0	4
Retail Trade	1	0
Finance, In- surance & Real Estate	1	0
Services	14	3
Total	51	33

Order of Preference of
Employers in Hiring Individuals
With Specific Conviction Records

In one question, employers were asked to rank individuals they would prefer to hire or not prefer to hire, based upon the type of offense they had been convicted of. Murderers were least preferred by those employers who responded. Of the 94 employers who answered this question, 50 or 53 percent listed an individual convicted of murder as least preferable. Considered the least preferable as employees were

murderers, Rapists, and Armed Robbers, all assaultive offenders. However, two other assaultive type crimes, assault and manslaughter, were listed as third and fourth in preference. See Chart IX below.

Chart IX

Order of Preference of Employers
In Hiring Individuals With Conviction Records

Order of Preference	Type of Conviction
1	Burglary
2	Auto Theft
3	Assault
4	Manslaughter
5	Embezzlement
6	Forgery
7	Larceny
8	Armed Robbery
9	Rape
10	Murder

Employer reactions regarding murder, rape and armed robbery reflect the general attitude of the population concerning these crimes of violence against the person. With regard to assault, it is possible that most reactors to the word on the questionnaire conjured up images of "assault and battery" a minor charge, rather than more serious kinds of assault, such as felonious assault, which often involves a weapon. And in the minds of many people, manslaughter is often viewed as accidental death, and may be confused with negligent homicide, a charge

associated with traffic deaths. In any case, not all crimes against the person are regarded with the same degree of seriousness, as the chart display discloses.

Multiple Convictions

Almost half of the responding employers (43 percent) would consider hiring an individual who had more than one conviction, and over half (51 percent) stated that it would depend upon the offenses. Only 6 percent stated that they would not hire individuals convicted of more than one offense. Many employers indicated that they would consider hiring individuals with more than one minor offense, or crimes against property, but that they would not consider hiring individuals with more than one serious conviction, or crimes involving violence against the person. This again reflects the general attitudes of the society regarding crimes of violence. No respondents in the categories "Retail Trade," or "Finance, Insurance, and Real Estate" responded to this question.

There were no clear patterns in response to this question regarding size of business, with the single exception of the service industries, in which case the larger the business, the more likely they were to state that it would depend upon the offenses.

Chart X

Businesses Which Would Consider Hiring Individuals With Multiple Convictions			
Type	Would Hire	Would not Hire	Depends on Offenses
Construction & Building Trades	5	0	2
Manufacturing	27	6	27
Transportation, Communication & Utilities	3	0	8
Wholesale Trade	5	0	1
Retail Trade	0	0	0
Finance, In- surance, & Real Estate	0	0	0
Services	6	1	17
Total	46	7	55

In an attempt to delve deeper into employers feelings about certain types of convictions, an "open-ended" question was provided in the questionnaire in which employers were asked about the general types of crimes which might act as a bar to employment. This question was asked of those employers who stated that they would hire individuals with conviction records. Responses are displayed in Chart XI. A total of 74 employers responded, and 38, or just over 50 percent, indicated that crimes "violent in nature" would act as a bar to employment. An additional 17 employers, or 23 percent, indicated that conviction

for "theft" would act as a bar to employment.

Chart XI

Types of Crimes Which Would Act As a Bar to Employment	
Type of Crime	Number of Responses
Violent in Nature	38
Theft	17
Drugs	3
Certain Crimes, But Depends on Circum- stances	9
Emotional Disorder Crimes	1
None	6
Total	74

Statement Most Accurately Reflecting
Company Policy

Five statements concerning company policy were provided in the questionnaire. Respondents were asked to check the most appropriate response, i.e., the response that most accurately reflected their own policy. A total of 76 employers responded to this question with a single answer, and their responses are displayed in Chart XII. In addition, 59 employers responded by checking two or more of the statements. Multiple responses were discarded in the tabulations.

Chart XII

Statements Most Accurately Reflecting A Company Policy Regarding the Hiring Of Individuals with Conviction Records

Statement	Responses
A felony conviction would disqualify for employment	3
A felony conviction would usually disqualify for employment	11
Decisions are based on individual merit, but persons without conviction records are preferred	30
Decisions are based on individual merit, but persons with several convictions would probably not be considered	9
A felony conviction alone would never disqualify	23

The information in Chart XII indicates that the majority of responding employers do not usually disqualify for employment based solely upon a conviction record, and that a large percentage of these employers have a policy of handling such employment decisions on an individual merit basis.

Employers Who Presently Employ Individuals With Convictions

One-third of the employers who returned questionnaires responded to a question concerning present employment of individuals with conviction records. These 65 employers presently, knowingly employ one or more individuals

with conviction records. Most of these individuals are employed by manufacturing businesses. This information is displayed in Chart XIII.

Chart XIII

Employers Who Presently
Employ Individuals With Convictions

Type	Responses
Construction & Building Trades	8
Manufacturing	36
Transportation, Communication & Utilities	8
Wholesale Trade	0
Retail Trade	1
Finance, In- surance & Real Estate	0
Services	12
Total	65

Categories in Which Individuals
With Felony Conviction Records
Are Presently Employed

Those employers who did employ individuals with conviction records were asked a question concerning the job categories of those individuals. Most of these individuals were employed in the categories: unskilled, semi-skilled, and skilled labor. No defi-

nitions of the job category terms were provided in the questionnaire, and each employer responding drew their own conclusions regarding definition. Many respondents checked off more than one category.

Chart XIV

Categories in Which Individuals With Conviction Records are Presently Employed	
Employment Category	Responses
Unskilled labor	37
Semi-skilled labor	52
Skilled labor	39
Mananagement/Supv.	7
Office-clerical	24
Technical	14
Sales	3
Other	1
No Way of Identifying	5

I. Commentary

Only 34.9 percent of the employers in the sample eventually responded to the questionnaire. However, considering the nature of the questionnaire, its relative length, and the fact that it came in "cold" in the mails, this is a relatively high response. In drawing any conclusions from the responses, it

such a record, is that 90 percent of the responding employers indicated that they would consider hiring such individuals.

Approximately half of the responding employers inquire about an applicant's conviction record either on the employment application or during an employment interview. However, if the applicant failed to disclose such a record when asked about it, 60 percent of responding employers would probably dismiss the employee.

Of the employers responding to the question concerning hiring preferences, 43 percent indicated that individuals convicted of murder would be least preferable. Criminologists and parole boards, on the other hand, view the murderer as the most likely to be law-abiding (least likely to recidivate or commit another crime). Murder, rape, and armed robbery were the three least preferable convictions for most employers. These are all crimes of an assaultive or violent nature. This attitude on the part of employers is a reflection of the general public attitude toward these type of offenses. In response to another question, 60 percent of employers indicated that conviction of a crime which was violent in nature would act as a bar to employment.

must be kept in mind that the material deals with approximately one-third of the employers in the original sample, and may not reflect the attitudes and practices of Chicago area employers. It would seem logical to assume that the tendency would be for employers who held negative attitudes toward hiring individuals with criminal records would, in large part, not bother to fill out and return the questionnaire. In addition, a few of the interviewed employers asked if the material gathered was to be used to support any form of legislation regarding the employment of ex-offenders. Thus, a certain percentage of those who did not respond probably did not do so because of negative attitudes regarding the subject matter, and/or, suspicions regarding the use of the material being gathered.

Half of the responding employers indicated that they had no formal policy regarding employment of individuals with conviction records, and more than half indicated that they had hired such individuals in the past. This data would seem to indicate that not as large a section of the job market is closed to ex-offenders as had been previously thought by many, including most ex-offenders. Another positive indicator, from the viewpoint of the individual with

Of interest to ex-offenders and employment counselors is the fact that some types of businesses appear to be more open to employment for ex-offenders than do other types. An ex-offender seeking employment should concentrate on manufacturing and service businesses and avoid finance, insurance, real estate, transportation, communication, utilities, and wholesale and retail trade. Also, based on the information in this study, an ex-offender is most likely to obtain employment if his or her conviction was for a non-violent crime. Of equal interest to the job-seeking individual with a criminal conviction is the fact that 44 percent of responding employers do not inquire about a conviction record on an employment application. However, if an applicant hides such a record, the chances are very great that the applicant will be discharged if this information is subsequently revealed.

While this study is based on a limited sample which may be biased, for reasons already discussed, it still indicates that for a large percentage of ex-offenders, a sizeable portion of the job market is not closed.

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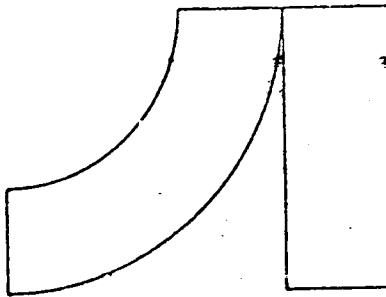
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Appendix

- A. Questionnaire Cover Letter
- B. Advisory Committee
- C. Questionnaire



Chicago State University

Corrections Program
Ninety-Fifth Street at King Drive
Chicago, Illinois 60628

Telephone 312/935-2109

Your company name was selected from a listing published by the Chicago Association of Commerce and Industry. We are asking a random sample of businesses to complete the enclosed questionnaire concerning the employment of individuals with criminal records.

Specifically, the University wants to determine the practices of employers concerning the hiring of persons who have been convicted of a serious crime.

There are no right or wrong answers. Whatever your present practices, or whatever you think or feel about the subject is right.

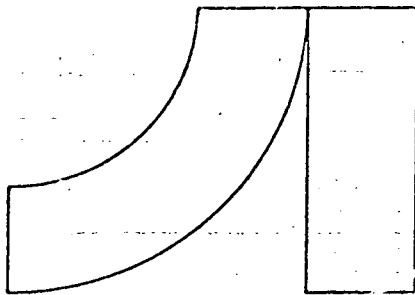
All the material you fill out for this study is TOTALLY CONFIDENTIAL. Furthermore, you are not required to provide your name or the name of your company on the returned questionnaire. All analyses will be statistical.

We hope that you will cooperate with us by answering this questionnaire. It should not take you more than ten minutes to do so.

We appreciate your help in completing this study.

Sincerely,

Edward Tromanhauser
Assistant Director
ET: mm



Chicago State University

APPENDIX B

Corrections Program
Ninety-Fifth Street at King Drive
Chicago, Illinois 60628

Telephone 312/995-2108

DEPARTMENT OF LABOR PROJECT ADVISORY COMMITTEE

John Drish
Citizens Committee for Employment
910 Ridge Avenue
Evanston, Illinois
869-1511

Shari Diamond
Department of Criminal Justice
University of Illinois at Chicago
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Chicago, Illinois 60680
996-4869 or 2265

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Director, Special Programs
Chicago Alliance of Businessmen
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Chicago, Illinois 60602
782-3726

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Coordinator, Correctional
Employment Services
Illinois Department of Corrections
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Chicago, Illinois 60607
793-3807

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Personnel Manager
Fastener Corporation
3702 N. River Road
Franklin Park, Illinois
678-0100

Craig Kopstain
Assistant Director of Placement
Northwestern University
Evanston, Illinois
492-3701

QUESTIONNAIRE

Please check best single response, except where indicated.

1. Type of business enterprise
☐ Construction & building trades
☐ Manufacturing
☐ Transportation, Communication, & Utilities
☐ Wholesale trade
☐ Retail trade
☐ Finance, insurance, and real estate
☐ Services
2. Number of employees _____
3. Location of your business:
☐ Loop area ☐ South side ☐ suburb
☐ North side ☐ West side
4. Does your company have a policy concerning the employment of individuals with conviction records?
☐ formal policy ☐ informal policy ☐ no policy
5. If your company does have a policy, how is promulgated?
☐ memorandum ☐ word of mouth ☐ printed hiring
6. Has your business hired individuals with felony convictions in the past?
☐ yes ☐ no ☐ do not know
7. Would your business consider hiring an individual with a felony conviction?
☐ yes ☐ no ☐ perhaps ☐ do not know
8. Does your firm's employment application inquire about an individual's conviction record?
☐ yes ☐ no
9. If you answered question 8 "yes," how long have you been asking this question on the application?
_____ years

10. During an employment interview does the interviewer inquire about an individual's conviction record?

☐ yes ☐ no

11. If an applicant for employment discloses a conviction record, is he or she:

☐ automatically disqualified for employment
☐ usually disqualified for employment
☐ sometimes disqualified for employment
☐ not disqualified for employment

12. If an applicant for employment did not list a conviction on his or her application, and was subsequently hired, would the company discharge the employee if a conviction record was later revealed?

☐ yes ☐ no

13. If your company does hire individuals with conviction records, list, in order of preference, the types of offenders you would hire by placing numbers 1 to 10 in front of the category:

<input type="checkbox"/> burglary	<input type="checkbox"/> larceny
<input type="checkbox"/> armed robbery	<input type="checkbox"/> murder
<input type="checkbox"/> embezzlement	<input type="checkbox"/> manslaughter
<input type="checkbox"/> forgery	<input type="checkbox"/> rape
<input type="checkbox"/> auto theft	<input type="checkbox"/> assault

14. If your company hires persons with conviction records, would multiple convictions (two or more) make any difference in your hiring practice?

☐ yes ☐ no ☐ depends on offenses

15. Do you now have current employees who have been convicted of felon crimes?

☐ yes ☐ no ☐ do not know

16. If your company hires persons with conviction records, are there any types of crimes which would probably act as a bar to employment? Please list: _____

17. Which of the following statements most accurately reflects your company's policy regarding the hiring of individuals with conviction records (check all that apply)

☐ A felony conviction would disqualify the individual from employment

☐ A felony conviction would usually disqualify the individual from employment, however, in exceptional circumstances the company would consider hiring.

☐ Decisions are based on individual merit, but persons without conviction records are preferred.

☐ Decisions are based on individual merit, but persons with several convictions would probably not be considered.

☐ A felony conviction alone would never disqualify an applicant for employment with the company.

18. If your company now employs individuals with felony convictions, in what capacity are they employed (check as many as apply)

<input type="checkbox"/> unskilled labor	<input type="checkbox"/> office-clerical
<input type="checkbox"/> semi-skilled labor	<input type="checkbox"/> technical
<input type="checkbox"/> skilled labor	<input type="checkbox"/> sales
<input type="checkbox"/> management/supervisory	<input type="checkbox"/> other (specify)

19. If your company does not hire persons with felony convictions, which of the following reasons are given for not doing so (check as many as are applicable)

<input type="checkbox"/> not trustworthy	<input type="checkbox"/> not honest
<input type="checkbox"/> cannot be bonded	<input type="checkbox"/> may be violence-prone
<input type="checkbox"/> a threat to company Public image	
<input type="checkbox"/> a threat to employee morale	
<input type="checkbox"/> not a fit representative of company to customers	
<input type="checkbox"/> hired such individuals in the past and it did not work out	
<input type="checkbox"/> other (please specify) _____	

20. Do you consider a felony conviction a bar to employment with your business?

☐ yes ☐ no

21. If you answered question number 20 "yes," how long has this policy been in effect? _____ years.

END
DATE
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