

Personnel

Board of Trustees Policy

SUBJECT: Employment of applicants with criminal convictions evaluation form	NUMBER: 2.10.1
	DATE: February 6, 2019
	SUPERSEDES: February 22, 2016

This is a supporting document to Board of Trustees Policy 2.10, *Employment of applicants with criminal convictions evaluation form*. The attached document is:

Employment of applicants with criminal convictions evaluation form

Candidate Name: [Click here to enter text.](#)

Candidate Name: Click here to enter text.	
Job Applied For: Click here to enter text. Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>	
Union/Employee Organization: Unrepresented <input type="checkbox"/> CSEA <input type="checkbox"/> CADA <input type="checkbox"/> UFP <input type="checkbox"/> SEIU Adjunct <input type="checkbox"/>	
Date Reviewed: Click here to enter a date.	
Employment Committee members present for the analysis and recommendation: P. Ryan <input type="checkbox"/> D. Clickner <input type="checkbox"/> S. Fragale <input type="checkbox"/> E. Fluty <input type="checkbox"/> P. Ohlhous <input type="checkbox"/>	
Committee Recommendation: <input type="checkbox"/> Not recommended, because there is a direct relationship between one or more previous convictions and the job sought. <input type="checkbox"/> Not recommended, because hiring and employing this applicant would present an unreasonable risk to SUNY Schenectady County Community College's property, or to the safety and welfare of specific individuals, or to the general public. <input type="checkbox"/> Not recommended, for reasons unrelated to prior criminal conviction. Specify: Click here to enter text. <input type="checkbox"/> Recommended.	
Employment Committee: (Sign & Date) Patrick C. Ryan: _____ VP, Administration David Clickner: _____ VP, Academic Affairs Stephen A. Fragale: _____ Dean, Student Affairs	Eric W. Fluty: _____ Director, Campus Safety Paula Ohlhous: _____ Executive Director, Human Resources
President Determination: Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>	
_____	_____
Dr. Steady H. Moono President	Date

Article 23-A requires the following analysis to determine whether or not to hire an applicant with a prior conviction. All factors below should be considered in light of this State's public policy to encourage the employment of person with previous criminal convictions.

Conviction Related Factors

Time Elapsed Since the Conviction	
How much time has elapsed from the date of the offense to the date of potential employment?	Response: Click here to enter text.
Age of Applicant at Time of the Offense	
What was the age of the applicant at the time of the offense?	Response: Click here to enter text.
Evidence of Rehabilitation and Good Conduct	
Did the applicant provide satisfactory evidence of rehabilitation (e.g. transcripts, letters from teacher, reference letters, volunteer documents, etc.)? Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: Click here to enter text.
The Seriousness of the Conviction	
What is the degree of seriousness of the conviction and the circumstances therein?	Response: Click here to enter text.

Factors Related to The Job Sought

Specific Duties and Responsibilities Necessarily Related to Employment Sought	
What does the job entail? Click here to enter text. What are the responsibilities of the job? Click here to enter text. Are any special skills required? Yes <input type="checkbox"/> No <input type="checkbox"/> Click here to enter text.	Decision: Click here to enter text.
The Bearing, If Any, The Offense Has On Applicant's Fitness or Ability to Perform Job Duties/Responsibilities	
Is there a nexus between the offense and the responsibilities of the job?	Decision: Click here to enter text.

<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Questionable <input type="checkbox"/></p> <p>Does the offense make the applicant unsuitable for the job because of a direct relationship between the job responsibilities and the offense for which the applicant was convicted?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Questionable <input type="checkbox"/></p>	<p>Decision: Click here to enter text.</p>
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Public Safety	
<p>Does the employment involve an unreasonable risk to SUNY Schenectady County Community College property or the safety or welfare of specific individuals or the general public?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain <input type="checkbox"/></p>	<p>Decision: Click here to enter text.</p>
Other Factors	
<p>Is there a legitimate reason, not related to the conviction itself, to not hire the applicant?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Further consideration needed <input type="checkbox"/></p>	<p>Decision: Click here to enter text.</p>