

**City of Minneapolis Conviction Information Summary
2004 – 2008 YTD**

What Has Changed Since 2006:

- City Council adopted the Fair Hiring Practices Resolution 2006R0642 on December 22, 2006.
- The City removed the criminal conviction disclosure box from its employment application on January 30, 2007.
- Revised Background Check Policy went into effect January 1, 2008. Highlights of the policy revisions include:
 - Expanded criteria for which positions would require a background check.
 - Expanded to include credentials check (education, licensure, etc).
 - Specifies that background checks are to be done at the time a conditional job offer has been made

Applicant Summary	2004-2006	2007-July 3, 2008
Applications Received – City Positions Only	18,842	12,911
# of Background Checks Conducted ¹	996	494
% of Checks to Applications Received	5.3%	3.8%
# of Background Checks with Conviction Concerns (within the preceding 7 years) ²	N/A	47
% of Background Checks with Conviction Concerns		9.5%
# of Applicants with Concerns – Hired	57 (5.7%) ³	27 (57.4%)
# of Applicants Rejected Prior to an Eligible List Being Established	51 (5.1%)	None ⁴
# of Applicants Rejected for not responding to conviction letter	41 (4.1%)	1 (2.1%)
# of Applicants Rejected due to the nature of the conviction (post-certification) ⁵	2 (.2%)	13 (27.7%)

¹ 2004-2006 reflects the number of applicant-disclosed convictions for permanent hires, not the number of background checks conducted through a third-party vendor. 2007-2008 reflects the number of background checks conducted through a third-party vendor for all applicable details, temporary and permanent hires.

² For 2004-2006, all disclosed conviction information was reviewed. There is no specific data available for how many of those disclosures had “concerns”.

³ Percentages are the ratio of applicant status to the number of background checks conducted (2004-2007), or to the number of checks with concerns (2007-2008).

⁴ As of 1/30/07, background checks are only conducted after a conditional job offer had been made.

⁵ 2004-2006 numbers are lower as rejections were typically done prior to certification. 2007-2008 rejection percentages are higher as it is compared only to the number of checks with a concern (47).

Key Learnings:

- Fewer applicants are being rejected due to a criminal conviction.
- More than half of the applicants with a criminal conviction marked as a “concern” were hired.
- Considering criminal conviction information at the time of a job offer has decreased the amount of transactional work for staff.
- Reviewing convictions with a concern at the job offer stage has not slowed down the hiring process. However, having to review conviction information at the job offer stage makes it more obvious to the hiring manager that there is a potential issue with that applicant.