

## SELECTION CRITERIA CHECKLIST

This 5-point checklist helps to ensure the selection criteria for hiring justice-involved women are inclusive of transferable skills (e.g., resilience, problem-solving) gained during incarceration or life experiences:

### 1. RECOGNIZE AND VALUE TRANSFERABLE SOFT SKILLS

**Action:**

Ensure the job description and selection criteria explicitly mention and value soft skills such as resilience, problem-solving, adaptability, teamwork, and communication.

**Checklist:**

- Does the job description emphasize resilience, perseverance, or overcoming adversity?
- Are skills such as conflict resolution, critical thinking, or leadership included in the desired qualifications?
- Does the selection process give space for candidates to demonstrate these skills, either through examples or situational questions?

### 2. CREATE A HOLISTIC VIEW OF EXPERIENCE

**Action:**

Look beyond traditional job titles and qualifications. Acknowledge life experiences, including education, volunteer work, and community involvement during incarceration, as valuable.

**Checklist:**

- Does the hiring process allow candidates to share non-traditional experiences, such as self-study, rehabilitation programs, or peer leadership?
- Are there opportunities for candidates to describe how their personal experiences contribute to the skills and values they would bring to the role?
- Is there an emphasis on how lived experiences can enhance diversity and bring unique perspectives to the workplace?

### 3. ASSESS FOR GROWTH AND LEARNING

**Action:**

Focus on the candidate's capacity for growth and learning, rather than solely on past mistakes or gaps in employment. Highlighting professional development programs, certifications, or educational achievements gained during incarceration can demonstrate this.

**Checklist:**

- Does the interview process encourage candidates to speak about the skills they've developed or courses they've completed during incarceration?
- Are there questions that allow candidates to demonstrate how they've overcome challenges and learned from those experiences?
- Does the selection process recognize the effort and commitment to personal development, even if formal work history is limited?

#### 4. PROVIDE A FAIR OPPORTUNITY TO DEMONSTRATE SKILLS

**Action:**

Offer candidates an opportunity to demonstrate their transferable skills, either through skills-based assessments, work samples, or situational interview questions that don't rely solely on past job experience.

**Checklist:**

- Are candidates assessed on their ability to perform key job functions through real-world scenarios or problem-solving exercises rather than only relying on previous work experience?
- Does the interview process include questions or tasks that allow candidates to showcase practical skills they may have gained in other life contexts (e.g., problem-solving, time management, conflict resolution)?
- Are candidates encouraged to describe instances of responsibility, such as leading a project or organizing group activities during their incarceration or in community-based programs?

#### 5. OFFER A TRANSPARENT PATH FOR FURTHER DEVELOPMENT

**Action:**

Clearly communicate the potential for career growth and on-the-job development to justice-involved women, ensuring that all candidates see the opportunity to gain further skills and advance in the organization.

**Checklist:**

- Does the job offer a clear outline for career advancement, such as mentorship programs, training, or ongoing professional development opportunities?
- Are candidates informed that the company is open to providing additional support for those with gaps in work history or justice-involved backgrounds (e.g., training, coaching, and skills development)?
- Are there clear expectations about how the organization supports long-term career growth, ensuring a path forward even if initial experience may differ from other applicants?