Onboarding Interviewing Agenda

Participants:
-Jolanta Kozakiewicz, Senior Manager, HR Operations
- Patrick LaPorta – Manager, Recruiting

- **Review agenda and goals (5 min) (Steph)**
    - Goals: get to know each other, share about the program, learn about the team and your objectives, and review the cohort experience (and how you can be successful)
- **Introductions – as you introduce yourself, please include: (5 min) (Molly)**
    - What your role entails
    - How you influence talent processes in your team/organization, including fair chance practices, specifically
    - How you work with others in this group
- **Overview of the program (10 min) (Steph)**
    - How it got started
    - Share programming slide
        - Explain coaching vs. cohort sessions
        - In-person vs. Virtual sessions
    - Focus on best practices, peer learning/sharing, moving to action
    - If relevant/interested: types of practice changes companies pursue
- **Intake Questions (30 min) (Steph)**
    - General overview
        - **What's top of mind for you when it comes to fair chance hiring? What are you hoping to achieve in the next year, and how do you hope the cohort will support this goal?**
        - **Why is your organization pursuing fair chance hiring? What business needs does it address?**
        - **Please give us an overview of the organization's fair chance hiring efforts, and how it fits into your hiring and/or DEI strategy.** [If time, share the overarching goals, how it started, and how it has evolved over time.]
        - Who are the fair chance champions/key leadership sponsors within your organization? How can you leverage them as you make progress to your fair chance efforts?
            - [If time, are there any key players who would be influential where you still need to gain their buy-in?]
    - Hiring process
        - **How do you attract and hire potential candidates? Do you work with a reentry/workforce partner to fill roles, and if so, in what capacity?**
        - **Any big "blanket" disqualifying buckets (e.g., as a school, you cannot have anyone with X offense, etc.)?**
            - [if time/makes sense, are there specific roles you're already thinking about it?]
        - **Are background checks performed for the roles?**
            - If yes:

        - At what point in the process do you do the background check?
        - **How far back do you look into candidates' conviction history?**
        - **What and how do you share about the background check process with candidates (e.g., in job description, during interview, etc.)?**
        - Do you do it in-house or use a third party?
    - Successes and challenges
        - What are some of the biggest challenges you have encountered in trying to hire individuals with records (e.g., data collection, regulatory hurdles, hiring, contact info, retention, scaling, etc.)? How do you track and report on program progress?
        - Is there information you'd like to collect but don't/can't? Why not?
    - Internal and External Communication (added in, could be worth addressing briefly if time)
        - **How do you manage internal communication about fair chance hiring? Has anything been shared internally? If so, how have employees responded?**
            - How do you overcome internal objections and get buy-in among employees?
        - **How do you approach external communication about fair chance hiring? What is shared publicly** and through what channels (e.g., career materials, social media, speaking engagements)? How has your client/customer based responded?
            - Has there been a public commitment stated for FCH?
    - **Cohort Collaboration**
        - **What topics are you most eager to discuss or learn about in the cohort?**
            - Are there thought leaders/speakers that you'd be particularly interested in hearing from?
        - What data/information would you be most interested in seeing from – and sharing with – other members of the cohort?
            - Are there specific topics that you would not feel comfortable discussing with cohort members?
- **Review Cohort Structure (10 min) (Molly)**
    - Is there anything we should look at to understand your process? Any documents you'd be willing to share with?
    - Review structure, set expectations. Can frame it as, "these are the ways we're supporting you to be successful". Specifically call out:
        - If not covered earlier (or, emphasize!): Attendance (in person/remote)
        - Communications (when we send emails and why)
        - **IMPORTANT CALL OUT: First session is in-person on 2/14, 1-5 PM. Invites have been sent! -- Will you both be able to attend?**
            - During 2/14, we'll do an exercise where we'll dig into your current recruiting, hiring, onboarding, retention and advancement practices in detail. We encourage you to have team members participate on 2/14 who are well-versed in these processes.
    - POTENTIALLY SAVE FOR LATER: Introduce "keys to success" / ask related questions like:

    - What other stakeholders are important to moving the needle on fair chance hiring? How are you currently planning to engage them throughout the cohort, if at all?
    - How will this group coordinate / collaborate throughout the cohort?
- Ask:
    - ***Is there a "main point of contact" for the group we can use to follow up on important communications?***
- Next steps:
    - Complete survey before kickoff – will take 5 minutes