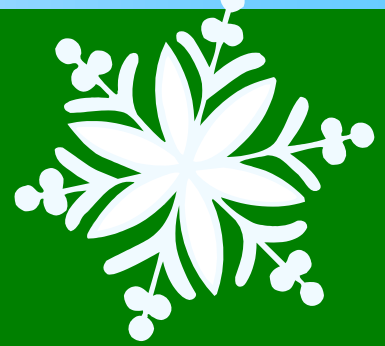


# Career Development Center

<http://www.ben.edu/resources/careerdevelopment/index.html>



## DEAR SANTA,

So far this year, I have been good most of the time. Here is what I want most this year as I get ready to graduate from Benedictine University:

1. \$10.00 to attend Career Fest (Feb. 13th) or Teacher Fest (Feb. 19th) in February. The Career Fest deadline for advanced registration is February 6th. After that I will need \$20.00 to attend. I can post my resume now at <http://www.iscpa.org> and register when I return to campus. The TeacherFest deadline is Feb. 19th.

2. A nice leather or leather-like folder to carry extra resumes, references lists, note paper and a pen to interviews.

3. Clothes appropriate for job interviews...not quite like the ones we wear to college classes. We are supposed to look "professional".

Thanks Santa!

Your Favorite

Benedictine Senior

Contact Lindsey with any questions at [lfritz@ben.edu](mailto:lfritz@ben.edu) or call (630) 829-6040.

## Upcoming Events

Wednesday, January 14th  
**Resume Writing Workshop**  
12:30-1:20  
Downstairs Krasa,  
Alumni Conference Room

Thursday, January 15th  
**Interviewing Workshop**  
12:30-1:20  
Downstairs Krasa,  
Alumni Conference Room

Wednesday, January 21st  
**Interviewing Workshop**  
12:30-1:20  
Downstairs Krasa,  
Alumni Conference Room

Thursday, January 22nd  
**Resume Writing Workshop**  
12:30-1:20  
Downstairs Krasa,  
Alumni Conference Room

Wednesday, January 28th  
**Mock Interviews**  
4:00pm  
Practice your interviewing skills and get helpful feedback.  
Participate in a Mock Interview!



### Saturday, January 24th Ignite Your Life: Women's Career Symposium

8:30am-4:00pm  
Benedictine University  
Krasa Student Center, 2nd Floor  
5700 College Road, Lisle, IL  
8:30 - 9:00 a.m. Registration, Exhibits  
and Networking  
9:00 a.m. - 3:00 p.m. Program  
3:00 - 4:00 p.m. Wine and Cheese  
Reception

To Register: <http://www.ben.edu/resources/careerdevelopment/Links/Ignite%20Your%20Life.pdf>



Go to Page 2 to learn what to do when you have a Criminal Record and are looking for a job.



# Criminal Records and the Job Search: What You Need to Know

Looking for and finding the right job can be difficult enough these days without the added obstacle of a criminal record in your past. However, having a criminal record should not stop you from finding a job.

Employers are becoming increasingly concerned about knowing whether applicants have criminal records. Employers do not want to be exposed to possible liabilities by hiring people who ultimately may harm others.

However, there are laws that dictate what criminal records an employer must or may access, what an employer may ask a potential employee and what a job applicant must reveal.

If you have a criminal record and seek a job, it is in your best interest to understand how the law works so that you go into the job search fully informed of your rights and restrictions.

We recently spoke with Christine Scheck, a human resource consultant for Benedictine University and member of the Society for Human Resource Management. "Employers will hire students with a criminal record -- depending upon what the conviction was about. If the conviction has no direct relationship to the requirements of the job, an applicant cannot be rejected based only on that conviction," Scheck explained.

"For example, if you apply for a job as a security guard, yet you have a prior conviction of theft, the employer would most likely not hire you for that position."

"Students should be truthful," Scheck advises. Employers are concerned about 'negligent hiring' which basically concerns injuries to third parties caused by an employee whose background was not checked properly." One of the key factors in determining negligent hiring is whether an employer could have foreseen the criminal activity.

Many students wonder when in the process they should tell an employer about their criminal record. According to Scheck, "Students should not disclose their criminal record or conviction in a cover letter when applying for a job. Once the student completes an application and has an interview, then this information should be disclosed." Applications are legal documents, so they must be filled out completely and accurately. If you lie on an application, you can be fired for falsifying a document.

The *Illinois Human Rights Act* prohibits employers from basing employment decisions on an arrest record. The *Illinois Human Rights Act* **does not** prohibit an employer from asking about or considering an applicant's conviction history when

making employment decisions. The Act does, however, prohibit employers from asking applicants about any information that has been sealed or ordered expunged.

"Although convictions can be considered in Illinois, employers have to be able to show a connection between the type and severity of the crime and the position applied for" Scheck added. "On the application, where it asks 'Do you have a felony conviction?' write 'yes' if there is one, and say how long it has been since the conviction occurred. The further in the past the conviction is, the easier it is to deal with. And, if the company has a policy that prevents it from hiring ex-offenders, being truthful will not waste the employer's or your time."

Students need to keep in mind there is a difference between an arrest and a conviction. Employers have the right to ask about prior convictions, but not about prior arrests.

Scheck warns that if you were convicted of a criminal offense as a minor, it will still affect the job application process. "Again it depends upon the conviction - if it is not related to job requirements, the applicant cannot be rejected solely due to the conviction," said Scheck. "Keep in mind, there are other criteria used to judge a job applicant."

## RESOURCE:

The **National H.I.R.E. Network** is a national organization based in New York that offers additional information on employment resources and legal assistance for people with criminal records, they can also put you in contact with people in Illinois that can help.



<http://hirenetwork.org>

## QUESTION:

What are some of the ramifications of posting personal information on Facebook or MySpace when it comes to applying for a job?

## ANSWER:

I know of employers who will look at these websites to see what a job applicant has posted, particularly in the field of education and with future teachers.

I warn my own children to be careful what they post. It may be funny today, but may come around to hurt you in the future.

—Chris Scheck,  
Human Resource Consultant,  
Benedictine University and  
Society of Human Resource  
Management