



# Preparing Your Conviction Speech

At some point during the employment process, you will need to be prepared to discuss your conviction(s). A business may ask you to talk about your conviction(s) based on information you wrote on your application or in your resume, or it may come up in a background check. You will want to be prepared ahead of time.

Use this worksheet to prepare for your conviction speech. You do not want to read directly from this sheet during an interview, but it will help you organize the information beforehand.

## Step 1: Acknowledge your conviction(s)

This step should be brief, no more than one or two sentences. Take responsibility for the conviction – be positive and do not blame anyone or anything else for what happened.

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## Step 2: Discuss your steps to rehabilitation

This section should also be fairly brief. It should let the business know that you sincerely want to have a rehabilitated life and that you have a support system in place (e.g., family and friends, counselors, etc.). You should mention any certificates of rehabilitation you have.

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## Step 3: Describe how you will be an ideal candidate for the job

This is the “move on” step – once you have acknowledged your conviction and discussed your steps to rehabilitation, move on to talking about how you would be great at this job, just as any job seeker would do. Discuss any training and work experiences you have that are applicable, including any you have from incarceration.

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## Tips

- Be honest and positive when speaking about your conviction(s).
- Letting the business know about hiring incentives such as the **Federal Bonding Program** and the **Work Opportunity Tax Credit** can make the difference in whether or not a business decides to hire you.
- Need help? Contact the Special Populations Unit by emailing [SpecialPopulations@labor.ny.gov](mailto:SpecialPopulations@labor.ny.gov) or calling (518) 485-2151.