



Hiring the Best:

Interviewing for Integrity

*A Training Seminar Designed for Law Enforcement and Government Agencies
from*

JOHN E. REID AND ASSOCIATES

SEMINAR DATE: February 25, 2014 - 9:00 am to 4:00 pm HOSTED BY: Bellevue Police Department

TRAINING LOCATION: Bellevue City Hall, Police Training Room 3W-109, 450 110th Ave NE, Bellevue, WA 98004

COURSE FEE: \$185.00 per person

SINCE 1947...

John E. Reid and Associates has been conducting pre-employment interviews of applicants applying for positions of trust. In this one-day training seminar we will share with you interviewing techniques and strategies that will significantly enhance your ability to identify high-risk applicants before they become problem employees – without incurring the expense of costly background investigations.

IN THIS SEMINAR

you will learn how to develop the pre-employment interview structure so as to:

- Recognize when an applicant is withholding relevant information
- Identify when a candidate has falsified information on the application
- Solicit information about such sensitive activities as

*Theft from previous employers
Use of illegal drugs and narcotics
Abuse of alcohol
Involvement in undetected criminal activities
Paying or receiving bribes
Use of excessive physical force
And more*

- Develop admissions about wrongdoing when the candidate initially tried to conceal such information
- Assess the overall integrity and trustworthiness of the candidate

ALL OF THE TOPICAL INFORMATION IS SUPPLEMENTED BY THE USE OF VIDEOTAPES OF REAL LIFE CANDIDATE INTERVIEWS.

EACH PARTICIPANT AT THE PROGRAM WILL RECEIVE A 75 PAGE TRAINING MANUAL AND A CERTIFICATE OF COURSE COMPLETION.

TO REGISTER OR FOR FURTHER INFORMATION

CALL JEANETTE AT 1-312-583-0700 EXT. 10

OR FAX 1-312-583-0701



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A one-day seminar presented by John E. Reid & Associates

TRAINING MANUAL TABLE OF CONTENTS

The Application

- Application and Resume Falsification
- Elements of an Application
- Analysis of the Application

What Can We Ask?

- Identifying Proper Areas of Inquiry
- General Guidelines

Encouraging Candidness

- Interviewer Characteristics
- Room Setting
- Proxemics
- Statements to Avoid
- The Opening Statement
- The Transition Statement

Uncovering More Information

- Question Types
- Rules for Asking Questions

Identifying Deception

- Preliminary Considerations
- Behavioral Attitudes
- Nonverbal Behavior Symptoms
- Verbal Behavior Symptoms
- Paralinguistic Behavior
- Candid Profile
- Withholding Profile

Putting it All Together

- Recreating Employment History
- Disciplinary Actions
- Attendance
- References
- Theft from Previous Employers
- Involvement in Criminal Behavior
- Illegal use of Dangerous Drugs and Narcotics
- Falsification of Information on the Application
- Abuse of Alcohol
- Use of Excessive Physical Force
- Paying or Receiving Bribes

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