



# Recruiting and Applicant Background Investigations

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## What others are SAYING:

*"This class brought a lot and I gained a new understanding of certain principles"*

*"Great speaker - held our interest during his entire presentation"*

*"Very good examples used, great stimulating conversation"*

**Hosted by:** Spokane County Sheriff's Office Training Center      **Cost: \$375.00**  
6011 N. Chase Rd.  
Newman Lake, WA 99025      **Dates: October 5-7, 2016**

**Register at:** <http://www.123contactform.com/form-1878353/Spokane-Applicant-Backgrounds-10-05-16>

**Who should attend this course:** Anyone who is involved or supervises recruiting and background investigations for their agency including sworn officers, civilians, Human Resources, or anyone wanting a better knowledge of the hiring process.

This course is designed to provide personnel with the skills and knowledge of how to recruit, hire and retain quality personnel for their law enforcement agency.

Participants will leave with the skills and knowledge of the importance of not only recruiting but also retention of quality personnel. It is just as important to keep the best people as it is to hire quality personnel. An organizational assessment should be the first step in the process and the need to break the cycle of mediocrity.

Background investigators will leave with the knowledge of their role in the selection process, the legal aspects of the background investigation, background interview sources of information and preparing the investigation report. Background investigations affect the future of an organization in many ways, thus selection practices are vital to ensuring that future law enforcement employees and supervisors are suited for the variety of duties expected from the populations they serve. This course will provide techniques, procedures and sample forms for the background investigator.

## Topics Include:

- The importance of a recruiting plan
- Assessment of you organization
- Organization wellness
- What type of employees do you want
- Marketing and selling your organization
- Thinking long term about recruitment
- Professional standards model for backgrounds
- Why background investigations are necessary
- Sources of information/Investigative techniques
- Conflicts vs. responsibilities for investigators
- Exploring an applicant's military history
- Pre-interview procedures
- Job-related inquiries
- On-line data bases/social networking sites
- Web sites and additional sources of information
- Polygraph questions/usage
- Psychological & behavioral testing
- Candidate interview techniques
- Reference interview techniques