



Training Information

Bellevue Police Department

450 110th Ave. NE

Bellevue, Washington 98009

August 31—September 2, 2016 8:30am-4:30pm

RECRUITING AND APPLICANT BACKGROUND INVESTIGATIONS

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.

Participants will learn the importance of not only recruiting but also retention of 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 your organization
- Organization wellness
- What type of employees do you want
- Marketing and selling your organization
- Professional standards model for backgrounds
- Why background investigations are necessary
- Sources of information/Investigative techniques
- Conflicts vs. responsibilities for investigators
- Pre-interview procedures
- Job-related inquiries
- On-line data bases/social networking sites
- Web sites and additional sources of information

Comments from attendees to On-Target Recruiting and Applicant Background Investigations:

"Was open to scenarios and giving advice or opinions on situations."

"I learned a lot. The material was very relevant and informative. Gave me great ideas to move forward with."

"Kept the class interesting and engaged. Gave great real world situations."



Fee \$325.00

(\$300.00 if 3 or more from same agency)

Register at: www.123contactform.com/form-1933762/

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