



## Training Information



**Oak Forest Police Department**  
**15440 S. Central Ave. Oak Forest, Illinois 60452**  
**June 1-2, 2023 8:00am-4:00pm**

### Recruiting and Applicant Background Investigations

Register at: [Recruiting and Applicant Background Investigations](#)  
or at [www.on-targetsolutionsgroup.com](http://www.on-targetsolutionsgroup.com)

**Who should attend this seminar:** Anyone who may perform background investigations or the decision maker who decides employment opportunities. This may include Human Resources, department heads, background investigators, or supervisors.

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 are suited for the variety of duties expected from the populations they serve. **This seminar will provide techniques, procedures and sample forms for the background investigator.**

**Topics Include:**

- The importance of a recruiting plan
- Assessment of you organization
- 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
- 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

**On-Target Solutions Group, Inc.**  
**P.O. Box 491 Yorkville, IL 60560**  
**815-545-1609**

*"Great presenter, probably due to his prior experience and education in the field. Very professional... (the strongest features were) the case examples, scenarios and a great presenter."*

**Det. Schonella Stewart, Oak Park PD**

*"I enjoyed the Recruiting and Applicant Background Investigations course. The course was engaging, and provided a ton of pertinent information when conducting a thorough background investigation. I plan on sending all my detectives to this course."*

**Sgt. Jonathan Malacina, Burbank PD**

*"I would like to thank you for your outstanding class. I am with Midlothian Fire / Police commission and have learned a great deal when it comes to finding the right candidate."*

**Joe Petrizzo, Midlothian Fire and Police Comm.**

**Fee \$295.00**

(\$275.00 if 3 or more from same agency)