



Training Information



O'Fallon Justice Center
1019 Bryan Rd., O'Fallon MO 63366
February 13-14, 2023 8:00am-4:00pm

Recruiting and Applicant Background Investigations **Missouri POST Control # 21512**

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

Who should attend this course: 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 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
- 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

"The instructor took a lot of time to discuss the theory of what critical personality traits we are attempting to identify on our candidates, which helped to understand why we are doing what we do. I thought it was very helpful. Very specific on walking through the process and a great resource.

"Well spoken presentation. Websites and forms to use (were the strongest features of this seminar)".

"I'm not usually a fan of sitting in a classroom all day, but the instructor's knowledge and engaging demeanor kept it very interesting."

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Fee \$295.00

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