



Training Information



Illinois Law Enforcement Alarm System

1701 E. Main St. Urbana, IL 61802

March 15-16, 2023 8:00am—4:00pm

Recruiting and Applicant Background Investigations

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

Who should attend: 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

"I now have a better understanding, where to start in my new position. I feel confident in conducting this important duty. Taught lesson in a way where it could be understood." **Sgt. Steven Hunter, Kankakee PD**

"Very well spoken. Answered all questions. New concepts for doing backgrounds."

Det. Lee Hoffman, Peoria County SO

"Thank you for an excellent two days worth of training. It was very well done, and it helped me connect a lot of dots of the entire background investigation process for our sworn employees, dispatchers and IT staff. I believe we all walked away with a better understanding of the role of the investigator and the role of HR/Legal in determining whether or not to hire a candidate. It was definitely worth the two day training."

HR Director Nicole Albertson, City of Bloomington

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Fee \$295.00
(\$275.00 if 3 or more from same agency)