



## Training Information



**September 21-22, 2017 8:00am—4:00pm**  
**Illinois Law Enforcement Alarm System**  
**1701 E. Main St.**  
**Urbana, IL 61802**

### RECRUITING AND APPLICANT BACKGROUND INVESTIGATIONS

**Who should attend this course:** Anyone who is involved or supervises recruiting and background investigations for their government agency including Law Enforcement, Fire Services, Public Works, Human Resources, or anyone who is interested in the process.

Participants will learn the importance of not only recruiting but also retention of quality personnel. It is equally 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 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:**

*"Great class. Exceeded my expectations. I had previously sent 2 of my investigators to another class and wished I could take that back and have them attended this one instead." Lt. Tim Rudloff, Thurston County SO*

*"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."*

**Fee \$225.00**  
**(\$200.00 if 3 or more from same agency)**

**Register at: [Recruiting and Applicant Backgrounds](#)**

**Or at: [www.on-targetsolutionsgroup.com](http://www.on-targetsolutionsgroup.com)**

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