



## Training Information



**Northeastern Illinois Public Safety Training Academy**  
**2300 Patriot Blvd. Glenview, IL 60026**  
**September 16-17, 2021 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 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 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 your 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

*"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**

*"Course was detailed enough to allow me to learn and research additions to our existing template."*

**Detective Commander Joe Garrett, Oak Lawn PD**

*"Great idea with giving out sample forms. I never saw the importance and valuable recruiting was until this class."* **TAC Ofc. Nick Yodelis, Alsip PD**

*"The strongest feature was the instructor's real-world experience and how he tied it into questions to firm up how to handle situations."*

**Chief Jason Reid, Oak Forest PD**

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

**Fee \$250.00**  
(\$225.00 if 3 or more from same agency)