



# Training Information



## Puyallup Police Department Training Center

1531 39th Ave SE Puyallup, WA 98374

**October 16-17, 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 course:** Anyone who may recruit or perform background investigations, or the decision maker who decides employment opportunities. This may include Human Resources, department heads, background investigators, or supervisors. **Sample forms will be provided.**

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

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

*"Took a previous background course and left as confused as I started. This course met and exceeded my expectations and now fell comfortable being able to perform a background investigation. Instructor was thorough and included analyzing new Washington laws." Det. Chris Smith, WA Dept. of Fish and Wildlife*

*"Excellent instructor. You can really tell he understands the material. I have been doing backgrounds for awhile and I still learned some new techniques I can take back to my agency. The strongest features were the practical application of materials and forms given." Det. David Sanchez, Everett PD*

*"Instructor has a ton of knowledge and experience on this topic. He gave a lot of tips and information. I did not know or think about my own background investigations. Yips, advice, sample questions and worksheets for conducting our own investigations." Det. Taylor Allen, Bellingham PD*

**Fee \$325.00**

(\$300.00 if 3 or more from same agency)