



## Training Information



**Snohomish County Sheriff's Office North Precinct**  
**15100 40th Avenue NE, Marysville WA 98270**  
**November 1-2, 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 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

*"The sample forms and processes were a huge help to get an effective program running to fulfill our hiring needs."*

**Undersheriff Justin Knisley, Ferris County SO**

*"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 go to this instead."*

**Lt. Tim Rudolph, Thurston County SO**

*"Instructor experience and examples were very applicable to the job of a background investigator. I say that after only having done several hundreds of these investigations."*

**Inv. Ray Stroble, Kitsap County SO**

**Fee \$275.00**

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