

NORTHERN ILLINOIS TRAINING ADVISORY BOARD  
Deborah L. Alms, Executive Director  
527 Colman Center Drive \*\* Rockford, IL 61108  
Tel: 779-210-8422  
[www.nitab.org](http://www.nitab.org)

***RECRUITING & APPLICANT BACKGROUND INVESTIGATIONS  
FOR GOVERNMENT AGENCIES***

Date: February 27-28, 2018 *Registration deadline: 2/13/18*

Times: 0800-1600 hours

Location: Stewart Centre West  
2900 West Pearl City Road  
Freeport, IL

Instructor: Greg Anderson, On-Target Solutions Group

Member Fee: \$0 Non-Member & Civilian Fee: \$140

---

This course is designed for 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
- What type of employees do you want
- Professional standards model for backgrounds
- Sources of information/investigative techniques
- Web sites and additional sources of information
- Psychological & behavioral testing

---

Partial funding provided by Illinois Law Enforcement Training and Standards Board  
This is not a Public Meeting.

- Reference interview techniques
- Assessment of your organization
- Marketing and selling your organization
- Why background investigations are necessary
- On-line data bases/social networking sites
- Polygraph questions/usage
- Candidate interview techniques

*This course has been certified by the ILETSB and approved to meet the following mandates:*

- |                                     |                            |                                     |   |
|-------------------------------------|----------------------------|-------------------------------------|---|
| <input type="checkbox"/>            | Civil Rights               | <input type="checkbox"/>            | Constitutional & Proper Use of Law Enforcement Authority    |
| <input checked="" type="checkbox"/> | Cultural Competency        | <input type="checkbox"/>            | Procedural Justice  |
| <input checked="" type="checkbox"/> | Human Rights               | <input checked="" type="checkbox"/> | Law Updates   |
| <input type="checkbox"/>            | Lead Homicide Investigator | <input type="checkbox"/>            | Use of Force (must include scenario based/similar training) |