

# Training Information

South Metro Public Safety  
Training Facility



7525 Braemar Blvd., Edina, MN 55439

**January 22-23, 2020 8:00am—4:00pm**

## Recruiting and Applicant Background Investigations Minnesota POST approved course #10444-0003

**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 is involved or supervises recruiting and background investigations for their agency including sworn officers, civilians, Human Resources, or anyone wanting a better knowledge of the hiring process. Example forms will be provided to those at the training.

Participants will learn the importance of not only recruiting but also retention of 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 and procedures for the background investigator.

### **Topics Include:**

- The importance of a recruiting plan
- Assessment of you 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

### **What others from Minnesota have said:**

*"Very open and honest about the process and gave examples. The class was not just a typical textbook class. It would be beneficial to any department background investigator".*

*"Instructor was engaging and approachable, open to answering questions. Better than other background training I've gone to."*

*"Presentation was not your typical "Death by Power Point" type class. Instructor was good at keeping our attention. Lots of relevant info. No need for a lot of note taking. Provided sample forms".*

**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)**