



DIRIGO SAFETY, LLC  
PUBLIC SAFETY ADVOCATES

# Conducting Pre-Employment Background Investigations



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## DATE & TIME

April 16, 2019  
8:00 am to 4:00 pm

## LOCATION

Dirigo Safety LLC.  
225 First Flight Drive Suite 202  
Auburn, ME 04210

## REGISTRATION

[www.dirigosafety.com](http://www.dirigosafety.com)

## COST

\$125.00

*Lunch will be Provided to ALL students*

This course will provide you with unique ideas on how to effectively market and recruit candidates for current openings. In addition, the knowledge and skills to conduct objective, thorough, and legally sustainable applicant background investigations reflective of the professional standards of your agency.

The training will guide you through the relevant Federal and State Statutes and administrative regulations surrounding the selection and employment of personnel. We will also detail Federal and State fair employment laws, public records requirements, EEOC employment guidelines, and ADA legislation and the impact of these regulations on the applicant background investigation and applicant selection.

You will learn techniques for conducting interviews with applicants, references, previous employers, friends, and neighbors. We will also address how to document the investigative findings in a comprehensive report properly.

- Reviewing recruiting issues and how to recruit affectively.
- Reviewing standards set forth by our profession, department and state.
- Why we conduct background investigations.
- What characteristics we should look for in a candidate.
- What documents and information are essential to review before the interview.
- Interviewing the candidate and others.
- Recommendations and conclusions in final report.
- Legal aspects regarding hiring practices.
- Assisting the polygraph examiner and psychologist in their assessments.