

## **SEMINAR ANNOUNCEMENT**

**BANNON & ASSOCIATES, LLC** in cooperation with the **AUSTIN COUNTY SHERIFF'S OFFICE.** is pleased to announce a sixteen-hour course of instruction on:

### **APPLICANT BACKGROUND INVESTIGATION and ORAL INTERVIEW TECHNIQUES**

**BELLVILLE, TEXAS  
NOVEMBER 28-29, 2018**

This sixteen (16) hour course is designed to teach law enforcement applicant background investigators and oral interview board members a productive and legal means of conducting these critical phases of applicant selection. The proper selection of applicants has increasingly become more of a major issue due to increasing complaints and litigation alleging negligent selection and retention, along with persistent allegations of discrimination.

Each participant will receive a workbook, sample forms and supportive information to guide future efforts in both areas of investigation and interview.

Topics to be covered in this seminar are:

- ◇ **Fundamentals of the E.E.O.C. Guidelines.**
- ◇ **Relationship of EEO Guidelines to background investigations and interviews**
- ◇ **Role of the investigator and interviewer in discrimination complaints**
- ◇ **Necessary documentation of investigation and interview procedures**
- ◇ **Determining job-related areas for investigation and interview.**
- ◇ **Objectives of the background investigation.**
- ◇ **Use of the Personal History Statement.**
- ◇ **Use of the Evidence Organizer.**
- ◇ **Evaluation of background findings.**
- ◇ **Determination of personal characteristics for investigation and interview**
- ◇ **Pre-interview objectives.**
- ◇ **Interview objectives.**
- ◇ **Use of situational reasoning questions.**
- ◇ **Do's and don'ts of successful interviewing.**
- ◇ **Rating the interview results.**

The 16 hour Background/Oral Interview Techniques class instructs the participants on proper procedures of background investigation and preparation of an Interview document for potential law enforcement applicants. Selected participants will be involved in mock



Bannon & Associates' commitment to the professional is to provide quality programs at a reasonable cost dealing with issues of vital concern and interest.

## REGISTRATION FORM

Please register the following person(s) for the Background Investigation/Oral Interview Techniques Seminar in **Bellville, TX November 28-29, 2018.**

AGENCY: \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

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NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**BANNON & ASSOCIATES NOW ACCEPTS CREDIT CARDS!**  
**PLEASE VISIT OUR WEBSITE AT**  
**[www.bannonandassociates.com](http://www.bannonandassociates.com)**  
**TO REGISTER ONLINE BY CREDIT CARD**  
**(Click on upcoming events)**

Registration may be made by mail, fax, email or by registering online. You may return the enclosed registration form along with registration fees or billing instructions to the following address. **Payment may also be made on the day of the class.**

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