

## **SEMINAR ANNOUNCEMENT**

**BANNON & ASSOCIATES** in cooperation with the **FORT WORTH POLICE DEPT.** is pleased to announce a sixteen-hour course of instruction on:

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

**FORT WORTH, TEXAS  
AUGUST 7-8, 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 and CD containing background data, 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.**



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 **FORT WORTH, TX AUGUST 7-8, 2018.**

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

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

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

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

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

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

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

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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