

Washburn Tech Business & Industry Center's  
Public Safety Institute Presents...



# RECRUITING/HIRING/ BACKGROUND INVESTIGATIONS

**Discover the best practices of identifying, recruiting and hiring the right candidate for your agency.**

This course will be presented in four training modules. The introduction module will focus on how to develop recruiting skills. The recruiting module will focus on how to attract the best talent pool with diversity in mind. The hiring module will discuss how to develop a recruiting plan. The background investigation module will focus on how to properly administer a background investigation on potential candidates.

1. **Introduction Module:** Recruiting is a competitive business and a recruiter needs to make sure they are constantly honing their skills to stay ahead of the competition. A recruiter needs to be motivated and have great communication and relationship-building skills.
2. **Recruiting Module:** The goal of recruiting is to identify and attract talent from a diverse pool and assure every candidate is treated fairly throughout the process. Recruiters must be mindful that once a talented candidate is identified – especially diverse candidates – they provide a rewarding experience for the candidate. Recruiters must ensure that the application and screening process is bias-free and equitable for everyone.
3. **Hiring Module:** A hiring process should be defined in policy, it protects the agency as well as the recruiter. Partners in policy development should include city/county HR departments as well the agency's leadership. It may also include community involvement depending on the situation.
4. **Background Investigation Module:** Those who conduct backgrounds must be knowledgeable of applicable local, state and federal fair employment laws as well as agency policies, practices and operational limitations. They must be able to articulate that the information gathered from a wide variety of sources was the foundation for moving a candidate through the process and specify how it was used to determine a suitable candidate. Background investigations should be approached like any other investigation in the fact that they are confidential and information is only shared with the proper individuals.

**WHEN:** MARCH 27 & 28  
8 A.M. - 5 P.M.

**COST:** \$150

**WHERE:** WASHBURN TECH  
5724 SW HUNTOON ST.  
TOPEKA, KAN. 66604

**INCLUDED:** LUNCH/SNACKS

**FORMAT:** LECTURE  
STUDENT PARTICIPATION

This session will be hosted by Washburn Tech Business & Industry Center's Public Safety Institute, 5724 SW Huntoon St., Topeka, Kan. Register by contacting Washburn Tech at **(785) 383.3892** or [william.cochran@washburn.edu](mailto:william.cochran@washburn.edu).