# Getting Started

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|  | 1. Verify all necessary application documents have been submitted | |
|  |  | * 1. Application for employment. |
|  |  | * 1. Personal History Statement and waivers/releases. |
|  |  | * 1. Signed and notarized PHS Authorization for Release of Information and any additional waivers as appropriate. |
|  | 1. Conduct a thorough review of the application and PHS to ensure there are no facially conflicting or false statements. | |

# Credentials Verification and Databases

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|  | 1. Verification of educational history | |
|  | 1. Verification of military history | |
|  | 1. Verification of employment history | |
|  | 1. Verification of past residences | |
|  | 1. Verification of current/prior licenses and commissions | |
|  | 1. Record Checks | |
|  |  | * 1. Driving Record Checks |
|  |  | * 1. Criminal History Checks (including checks of all formers states of residency) |
|  |  | * 1. National Crime Information Center (NCIC) and ILETS checks |
|  |  | * 1. Search of local courthouse records (to be completed following Social Media/Internet Search) |
|  |  | * 1. Check of NDI and Idaho POST Decertification Database |
|  |  | * 1. Credit Check |

# Contacts/Interviews

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|  | 1. Employment History (including interviewing past employers and supervisors in person to the extent possible) |
|  | 1. Personal References Interviews |
|  | 1. Interviews with Neighbors, Acquaintances, Family Members, etc. |

# Additional Screening Tools and Follow-up

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|  | 1. Truth Verification (if part of agency screening, i.e. EyeDetect, Polygraph) |
|  | 1. Psychological Evaluation (if indicated, or if part of agency screening) |
|  | 1. Follow-up reviews/interview to address issues generated during the investigation |

# Summary/Report and Design

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|  | 1. Overall Summary (including any note-worthy issues of concern—including those that are not automatic disqualifiers) |
|  | 1. Investigator Interviews |
|  | 1. Verification of Minimum Requirements |
|  | 1. Criminal History |
|  | 1. Employment History |
|  | 1. Credit History |
|  | 1. Driving History |
|  | 1. NDI, POST Decertification Database, and Public Database Query Results |
|  | 1. Social Media/Internet |
|  | 1. Truth Verification |
|  | 1. Personal History Report (PHS) and PHS required documents |
|  | 1. References/Citations (consider footnoting throughout the Summary and including detailed sources of information in one location as the conclusion of the document) |