# 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.
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# 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)
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|[ ]  1. Personal References Interviews
 |
|[ ]  1. Interviews with Neighbors, Acquaintances, Family Members, etc.
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# Additional Screening Tools and Follow-up

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