



Institute for Law  
Enforcement Administration

# Do You Know How To Hire for Quality?

## LEARN PROVEN METHODS FOR HIRING TOP NOTCH EMPLOYEES!

This course is designed to equip law enforcement administrators with techniques and skills for recruiting, evaluating and hiring top notch sworn and non-sworn employees in today's competitive environment. Topics discussed will include ethical awareness, recruiting for diversity, background investigation techniques, legal ramifications and guidelines for hiring decisions.

**Who Should Attend?** Administrators and supervisors, recruitment staff, background investigators and human resource professionals.

## Course Topics

- Hire for Character — Train for Skills
- Current Trends in Recruitment
- Attracting a Diverse Candidate Pool
- Effective Background Investigations
- Conducting "Integrity-Based" Interviews
- Defending the "Hire/Don't Hire" Decision

## Faculty

Mr. Ric Church, The Hardiness Institute,  
Newport Beach, California

Lauretta Hill, Lieutenant, Arlington Police  
Department, Texas

Steve Pugsley, Lieutenant, Massachusetts  
State Police

## Hotel

Residence Inn, 5001 Whitestone Lane,  
Plano 75024. For reservations, call the hotel  
at 972.473.6761 and ask for the Hiring for  
Quality course rate of \$85 per night.

## Tuition

\$295 ILEA Member,  
\$345 ILEA Nonmember  
For more information, visit [www.theILEA.org](http://www.theILEA.org)  
or call 972.244.3430 or 800.409.1090  
TODAY!

## Course Location

ILEA headquarters, 5201 Democracy  
Drive, Plano, TX 75024

**HIRING FOR QUALITY: Recruiting and Selecting the New Employee**

February 23-25, 2005 ♦ Plano, Texas ♦ [www.theILEA.org](http://www.theILEA.org)

APPROVED FOR  
TCLEOSE  
CREDIT

# FOUR WAYS TO REGISTER

• **Online**  
www.theILEA.org

• **Fax**  
972.244.3431

• **Mail**  
Center for American  
and International Law  
5201 Democracy Drive  
Plano, TX USA 75024

• **Phone**  
972.244.3400 or  
800.409.1090  
8:30am-5:00pm CST

**TCLEOSE CREDIT:** Law  
enforcement personnel  
attending this course are eli-  
gible for Texas Commission  
on Law Enforcement Officer  
Standards and Education  
(TCLEOSE) credit.

## REGISTRATION FORM

### HIRING FOR QUALITY: Recruiting and Selecting the New Employee February 23-25, 2005 • Plano, TX • 8:30am-4:30pm

**TUITION:**  \$295 ILEA Member  \$345 Nonmember

Name/Rank \_\_\_\_\_

Agency \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

#### PAYMENT INFORMATION

Check enclosed payable to: Center for American & International Law

Purchase Order attached: # \_\_\_\_\_

Invoice my agency: Attn \_\_\_\_\_

Credit Card:  MC  VISA  AMEX  Discover

Card number \_\_\_\_\_

Exp. date \_\_\_\_\_

Name on card \_\_\_\_\_

Billing address (if different than above address) \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

#### Cancellation Policy:

Tuition, less a \$50 handling charge for each registration, will be refunded upon WRITTEN CANCELLATION received not later than five (5) working days prior to the program (e-mail: cburkel@cailaw.org). After this date, no refunds, but substitution of attendees for program are permitted.



Institute for Law Enforcement  
Administration  
*The Center for American  
and International Law*  
5201 Democracy Drive  
Plano, Texas 75024

Nonprofit  
Organization  
U.S. Postage  
**PAID**  
Permit No. 3778  
Dallas, Texas