

John E. Reid and Associates, Inc.

Established 1947

209 W. Jackson Blvd., Suite 400

312-583-0700

Chicago, Illinois 60606

800-255-5747

www.reid.com

Fax 312-583-2075

Computer Employment Applications™ (CEA™)

Pre-employment Interactive Interviewing Software

for

***Businesses, Law Enforcement, Corrections, Fire Departments,
Paramedics, Federal Agencies & Other Positions of Trust***

Detailed Information Package

Revised Feb 5, 2010

CEA Interactive Software

Table of Contents

About Computer Employment Applications (CEA)	1
The Value of CEA	2
Additional attributes of the CEA	2
Primary Areas of Inquiry	4
Details on the Areas of Inquiry in CEA Series 705	4
CEA Demo	6
CEA Development	7
What Applicants Say About CEA	8
Survey of 4,151 Applicants Who Completed the CEA	9
When To Use The CEA Pre-employment Interview	11
Using CEA as the Primary Job Application	11
Using CEA After the Written Job Application	12
Maximizing the Value of CEA	12
Research	13
Independent research by a U.S. Federal Agency Validates the Effectiveness of the CEA Interactive Interview – 566 interviewed	13
Study – 130 Applicants Interviewed	14
Study – 171 Applicants Interviewed – Federal Bureau of Prisons	14
Study – 209 Consecutive Sheriff Department Applicants	15
Study – 147 Applicants for a Financial Institution	18
Study – 100 Police Department Applicants	18
Study - Comparison of Information from CEA’s Drug Interview to the Outcome of the Applicant’s Drug Test - November 2006	37
Comparison of Applicant Substance Abuse Admissions to Probable Urinalysis Test Outcomes (Excerpts from Research Study)	40
Additional Case Examples of CEA Applicant Interviews	42
CEA Report	45
Fees	83
CEA Study	Attached

© Copyright 1994, 2010 Computer Employment Applications, Inc. - All Rights Reserved

Computer Employment Applications and CEA are trademarks or registered trademarks of Computer Employment Applications, Inc.

Any information contained in this booklet or materials, including fees, are subject to change without notice.

[R-2010-02-05]

About Computer Employment Applications (CEA)

Computer Employment Application (CEA) is a unique computer interviewing software program that effectively develops employment, background and integrity related information from job applicants.

CEA is a software program that functions as an interactive interview that selects appropriate lines of questioning and fact gathering dependent on the applicant's individual responses to the questions.

The CEA interview system uses a personal computer as a first-stage interviewer in the hiring process and interacts with the applicant just as a personal interviewer would. When using CEA, applicants make selections from menus or type in responses to questions such as their employment and military history, education and professional training, driving record, illegal drug use and involvement in such criminal activity as theft from prior employers, the purchase or sale of stolen property, and shoplifting. As the applicant progresses through the interview, the program automatically stores responses to each question, follows up on these responses with additional questions when more information is needed in a particular area, and provides an opportunity for the applicant to add data or make alterations and corrections when necessary.

CEA is not a static list of generic questions, but is an expert system that interviews applicants just as an experienced interviewer would – specifically responding to the applicant's answers and utilizing the appropriate follow up questions to develop additional information. This built-in expertise encourages and makes it easier for the applicant to provide complete and accurate data and, because of its structure, helps to minimize embellishments or omissions that frequently occur on written application forms.

As a result, after the applicant completes CEA, the department/agency/organization will know more about the candidate than it would ever know from the completion of a traditional written application. Consequently, potentially high-risk applicants can be identified before the organization spends a considerable amount of time and money on unnecessary screening tests and procedures.

CEA can generate an interview guide (written report) that will provide information that can be used to identify specific areas of inquiry that should be carefully examined in any subsequent interview or background investigation.

The CEA Interactive Interview Software does not make any hiring recommendations, but rather, provides a wealth of information to the department so that a more informed hiring decision can be made by the agency.

The Value of CEA

- CEA provides a structured, objective and consistent interview process
- CEA is designed to explore the applicant's answers so as to ascertain the complete truth
- By identifying high risk applicants early in the process, the agency will save a significant amount of time and money in the selection process
- CEA significantly minimizes job embellishments and fraud from occurring on the application
- CEA develops information that is often not available from any other source
- CEA only develops information relevant to the hire or not hire decision (Bona Fide Occupational Qualifications)
- CEA uses clear and concise language, and is easy to use – the software guides all applicants through the program with a minimum amount of assistance.

Additional attributes of the CEA

- Offers a top-of-the-line professional interview for each and every applicant
- Allows the applicant to concentrate and answer questions fully and completely
- Saves recruitment time by asking critical questions of applicants early in the selection process
- Offers applicants a variety of responses, follows up on their answers and encourages them to provide accurate and complete information
- Never tires
- Offers ample space for the applicant's work history
- Allows the applicant to correct and explain answers
- Allows the applicant to provide more than one answer to questions
- Easy to use for BOTH administrator and applicant
- Saves cost of further screening if applicant does not meet your qualifications
- Can be customized to meet your hiring needs (in the employment areas already developed within CEA)

- Provides a secure system so that only authorized persons can access applicant data
- CEA's "expert system" can help ensure a reliable, consistent, organized, fair and streamlined hiring system
- CEA minimizes the tendency for applicants to give what psychologists term, "socially desirable responses."
- The CEA report makes any subsequent interview or background investigation phase easier and more focused
- Offers an efficient management system for all applicants screened
- CEA never forgets to ask the appropriate questions
- CEA keeps the interview on track

Primary Areas of Inquiry

CEA questions the applicant thoroughly in the following areas of inquiry:

- Applicant Information (name, address, phone, etc.)
- Education
- Employment Activities (Work History)
- Military History
- Dishonest Conduct
- Integrity
- Criminal Record
- Undetected Crimes
- Driving Convictions Last 5 years (Speeding and Alcohol Related)
- Pending Law Enforcement Charges
- Drug Use Illegally (in compliance with ADA)
- Purchase/Sale of Drugs Illegally
- Alcohol Use (job related – in compliance with ADA)
- Certification/Applicant Signature Block

The areas of inquiry on CEA can be designed to meet the specific needs of your department.

Details on the Areas of Inquiry in CEA Series 705

Employee Theft

- * CEA interviews the applicant about borrowing and/or taking any money without owner consent from jobs during the last five years
- * CEA interviews the applicant about giving away and/or taking any merchandise from jobs in the last five years.

Substance Abuse

In accordance with ADA the CEA Substance Abuse Interview for businesses focuses on the applicant's current use of drugs illegally. However, the CEA's Substance Abuse Interview allows law enforcement a wide range of choices in which to interview about substance abuse. A department may decide to interview applicants only about recent use of drugs illegally or it may select an interview that inquires about use of drugs illegally in the last year, in the last 18 months, two years, five years, seven years, etc. or during the applicant's lifetime. For example, CEA can interview applicants for law enforcement agencies about:

- * Use of any drugs illegally during the last 12 months
- * Use of any drugs illegally during the last two years
- * Use of any drugs illegally during the last five years
- * Use of any drugs illegal in the last [___] years
- * Or, use of any drugs illegally in the applicant's lifetime
- * Work-related use/possession of any illegal drug during the last five years
- * Buying or selling drugs in the last five years
- * Or, whether or not applicant ever bought or sold any illegal drugs in their lifetime
- * Times late from work due to consumption of alcohol
- * Consumption of alcohol at work in violation of company policy

Driving History

If relevant to the position for which the applicant is applying, CEA will interview applicants about:

- * Possessing a valid driver's license
- * Any alcohol-related driving convictions during the last five years
- * Having had a driver's license suspended or revoked in the last five years
- * Number of speeding tickets during the last three years

Convictions & Undetected Crimes

This area of questioning can be designed to meet your organization's needs. Each employer can decide the time frame that is covered in this area of inquiry about

convictions - the last five, seven or ten years; or, in the applicant's lifetime if permissible by state or federal law.

Shoplifting

- * Any convictions for shoplifting in the last five years.
- * Any shoplifting incidents during the last five years.

Buying and/or selling stolen merchandise in the last five years.

Paying bribes

Educational Background (when relevant to the position being filled).

Trade Schools attended (when relevant to the position being filled).

Skills (when relevant to the employment position being applied for).

Request for three references from the applicant

CEA Demo

To protect our proprietary information in the CEA software, we do not offer a demo program for review. However, with your first order of 25 CEA interviews or more you will receive an additional 10 interviews at no additional charge.

Or, you may choose to review the software first in which case we will send you two complete interviews at no cost so that you and a colleague can go through the CEA interview. If you would like to do this we will need you to sign the CEA Confidentiality/License agreement (which does not obligate you to any purchase).

To place your first order or if you have any questions please contact Richard Phannenstill at cea@reid.com , or call him at 414-281-2590 or 1-800-255-5747 ext 44.

CEA Development

The development of the CEA interview began in 1985. The basic core of the program was designed around the real life experience of Richard J. Phannenstill, President of Computer Employment Applications, Inc., who had been trained by John E. Reid and Associates, Inc. and has now been involved in interviewing job applicants for business and law enforcement concerns for 38 years. After 18 months of development the first CEA interview was administered to a real life applicant on August 26, 1987. Since that time thousands of real-life job applicants have completed the CEA interview. Over this time period the program has been constantly revised, modified, refined and expanded.

The expertise of John E. Reid and Associates, Inc., recognized as the world leaders in interviewing skills, was instrumental in the development of the CEA interactive interviewing system in that they were responsible for training Mr. Phannenstill and working with him as an employee and associate over the last 30 years. The Reid organization conducts training seminars throughout the country for such organizations as:

<i>BUSINESSES</i>	<i>GOVERNMENT AGENCIES</i>	<i>POLICE DEPTS</i>
<i>AT&T</i>	<i>AIR FORCE OSI</i>	<i>ALASKA STATE POLICE</i>
<i>AETNA LIFE and CASUALTY</i>	<i>ATF</i>	<i>AMTRAK RR PD</i>
<i>AMERICAN EXPRESS</i>	<i>CIA</i>	<i>BOSTON PD</i>
<i>AMERICAN HONDA</i>	<i>DEA</i>	<i>CHICAGO PD</i>
<i>AMOCO OIL</i>	<i>DEPT. OF EDUCATION</i>	<i>CINCINNATI PD</i>
<i>BAXTER DIAGNOSTICS</i>	<i>DEPT. OF ENERGY</i>	<i>DALLAS PD</i>
<i>BAUSH & LOMB</i>	<i>DEPT. OF LABOR</i>	<i>DENVER PD</i>
<i>BLUE CROSS/BLUE SHIELD</i>	<i>DEPT. OF STATE</i>	<i>DETROIT PD</i>
<i>BRINKS</i>	<i>EEOC</i>	<i>ILLINOIS STATE POLICE</i>
<i>BURGER KING CORP.</i>	<i>EPA</i>	<i>INDIANAPOLIS PD</i>
<i>DOW CHEMICAL</i>	<i>FAA</i>	<i>INDIANA STATE POLICE</i>
<i>DUPONT</i>	<i>FBI</i>	<i>LOS ANGELES PD</i>
<i>EASTMAN KODAK</i>	<i>FDA</i>	<i>LOUISIANA STATE POLICE</i>
<i>FEDERAL EXPRESS</i>	<i>FED. LAW ENFOR. TRAINING CENTER</i>	<i>MARYLAND STATE PD</i>
<i>FORD MOTOR COMPANY</i>	<i>IRS</i>	<i>METRO D.C. PD</i>
<i>GENERAL MOTORS</i>	<i>NUCLEAR REG. COMMISSION</i>	<i>MIAMI PD</i>
<i>IBM</i>	<i>OFFICE OF PERSONNEL MANAGEMENT</i>	<i>NEW YORK PD</i>
<i>JC PENNY COMPANY</i>	<i>OSHA</i>	<i>OKLAHOMA CITY PD</i>
<i>KROGER</i>	<i>POSTAL INSPECTION SERVICE</i>	<i>PHOENIX PD</i>
<i>KMART</i>	<i>SECRET SERVICE</i>	<i>SALT LAKE CITY PD</i>

What Applicants Say About CEA

Applicants applying at Federal Correctional Institutions were interviewed by CEA and were later surveyed as to their opinions of the CEA interview. Here are some of their written comments:

"You have time to think things through."

"No discrimination against me due to my race and age."

"Some people feel intimidated by face-to-face interviews."

"I always get nervous at a regular interview."

"I feel that the computer interview was much more relaxing and enjoyable. I found it to be more comfortable than sitting in front of an interviewer and faster than filling out an application in pen."

"Covers more areas." "No pressure."

"The computer doesn't judge you."

"It's very private and an easy process."

"It's just you and the computer."

"I thought the computer interview was great."

"I was more calm with the computer interview."

"They [the applicants] would not feel intimidated by questions."

"It has a better chance of checking their responses."

"I felt more comfortable with the computer."

"I think that people would be less intimidated and nervous."

"It's more personal (only you and the computer)."

"They [the applicants] know a computer can't judge them."

Survey of 4,151 Applicants Who Completed the CEA

4,151 consecutive applicants who went through a CEA interview completed a Confidential Interview based on their experience with the CEA. The following table outlines the reactions to the CEA interview. From an application standpoint, nearly all of the respondents felt comfortable working with the computer (96%), had no difficulty using the computer (98%), and had clear directions on how to complete the CEA interview program (95%).

Table 1: Attitudes of Job Applicants About Their CEA Interview

	Yes	No
Feeling at Ease	96%	4%
Difficulty	2%	98%
Directions Clear	95%	4%

Applicants were also asked about their perceptions in terms of the CEA interview content. Overall, 93% - 95% of the respondents felt comfortable with the items asked during the CEA interview. Alternately, a small percentage (approximately 5% of applicants) indicated some level of discomfort with the interview questions. Overall this is a very significant difference from the same applicants' responses to similar questions regarding a human interview.

Table 2: Attitudes of Job Applicants About Their CEA Interview

	Yes	No
Intimidated*	5%	95%
Offended	5%	94%
Privacy	6%	93%
Unfair	4%	95%

* Not asked on 32 of the interview surveys. Frequency based on a total of 4119 respondents.

Ninety-one percent of those completing the survey indicated that they had experience with a human interviewer (3,775 of 4151) when applying for a job during the last five years. Of those, 26 % (994 respondents) indicated having a negative experience with the

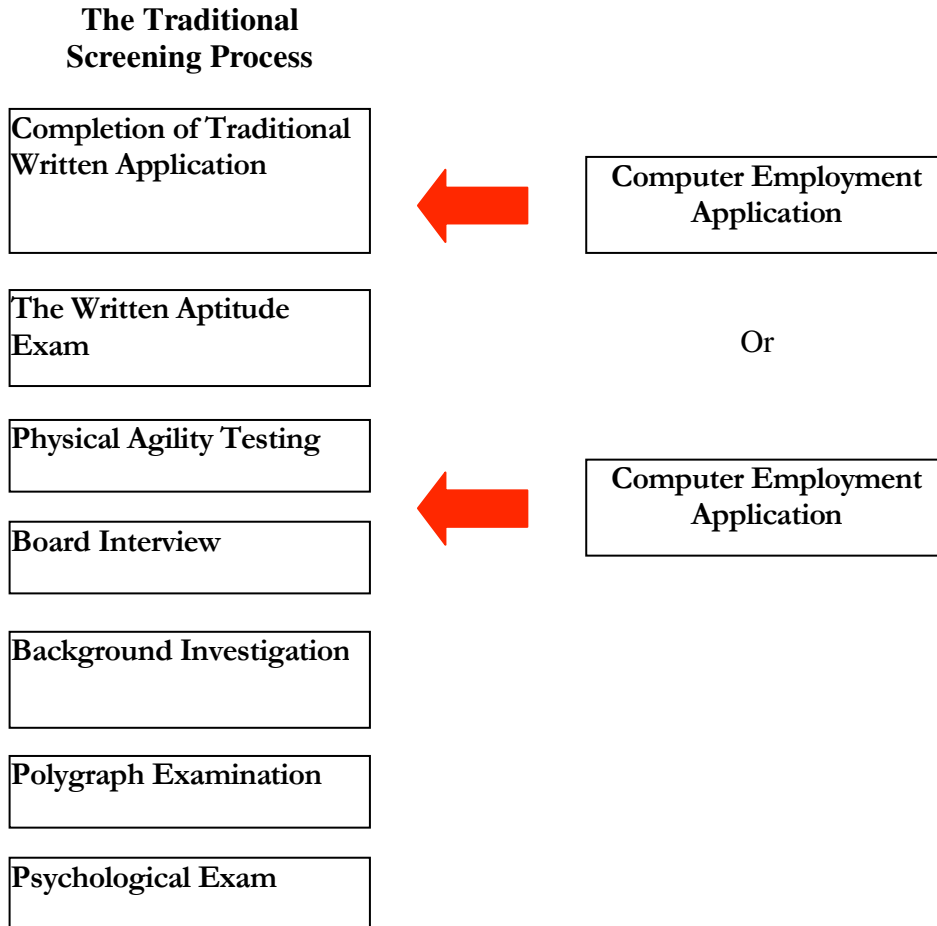
human interview process (versus roughly 5% with the CEA interview). Respondents were asked to select the specific areas of concern with most indicating some negative feature with the human interviewer versus the interview content.

Table 3: Attitudes of Job Applicants About Their Human Interview

Not courteous	52%
Not professional	50%
Lacking experience	32%
Questions not relevant to the job	49%
Asked personal questions (i.e., age, marital status)	28%
Felt discriminated against (age, race, religion, etc)	19%
Seemed prejudiced	21%
Seemed distracted, in a hurry	56%

When To Use The CEA Pre-employment Interview

The CEA Pre-Employment Interview should be used early in the hiring process. CEA can be used in place of your written application or as the next step following the written application.



Using CEA as the Primary Job Application

Using CEA as the primary job application allows your organization to screen applicants on an on-going basis to quickly identify those applicants who meet your hiring qualifications. Using CEA as the primary job application allows your organization to gather a pool of pre-qualified applicants to call upon when an opening occurs.

Using CEA as the primary job application allows you to improve your selection by starting the hiring process with more complete and accurate information than is usually available from a traditional written job application.

Using CEA After the Written Job Application

As an alternative procedure, an organization may choose to administer CEA after the applicant has completed your written job application, after the written application has been reviewed and/or an initial interview has been conducted to determine if the applicant meets your basic job requirements (i.e., availability, educational requirements etc.), hiring standards and qualifies for further examination.

Whether you use CEA as the primary job application or after your written application, the purpose of the interactive, structured CEA Pre-Employment Interview is to help your organization gather pertinent information from the applicant to help you make good hiring decisions. It is important to follow your organization's established pre-employment standards or hiring guidelines to help insure uniformity and objectivity in the hiring process.

Maximizing the Value of CEA

Do not interview applicants about the same CEA background/security/integrity areas before administering the CEA Interview.

Do not have the applicant complete a Personal History Questionnaire (PHQ) or similar type of inventory which contains areas of inquiry that are covered by the CEA (such as drug use, criminal activity, employment history, etc.) before the CEA is administered to the applicant.

Allow CEA to cover these targeted interview areas first. The reason for doing this is so that the applicant does not feel committed to giving the same answers on the CEA as he already has given in a previous interview or on a PHQ. Research and experience has demonstrated that when the CEA is administered prior to any interview or PHQ the applicant generally provides much more accurate and truthful information during the CEA interview than on written applications and personal interviews.

Research

Independent research by a U.S. Federal Agency Validates the Effectiveness of the CEA Interactive Interview – 566 interviewed

In 2003, CEA, Inc. was awarded a contract to modify its software to meet the needs of a U.S. federal agency and to develop new interview areas for counterintelligence use.

This U.S. federal agency, whose responsibilities include protecting materials and facilities critical to the nation's nuclear defense program, was frustrated with the high cost and lengthy wait for the completion of Background Investigations before federal contractors could be cleared for access to their nuclear facilities. This federal agency was testing the Computer Employment Application interactive interview system to determine if the CEA was an effective process to identify those individuals who had engaged in high risk behavior that would preclude them from gaining interim access pending the completed Background Investigation. Based on the information provided to us by this agency, 566 individuals completed the CEA and went through a complete Background Investigation.

The results were very impressive. As the federal agency report stated, “Of all the cases reviewed, there were not any applicants that would have received interim access [i.e., successful completion of the CEA] who did not eventually receive Q access.”

Q clearance is a security clearance equivalent to a United States Department of Defense Top Secret (TS) clearance. **This federal agency stated that with respect to the CEA results “this data represents a 99% statistical validation against the NNSA clearance population of 40,000 clearances.”**

Here are some additional details from this study of 566 applicants who completed the CEA:

- 19 (3.3%) of the cases evaluated contained "actionable" derogatory information in the Computer Employment Application (CEA) Interview that was not contained in the Background Investigation.
- 86 (15.2%) of the cases evaluated listed "non-actionable" derogatory information in the CEA Interview that was not listed in the Background Investigation.
- 323 (57%) of the cases evaluated listed essentially the same level of derogatory information in both the CEA Interview and the Background Investigation.

The remaining cases included derogatory information disclosed in the Background Investigation versus the CEA but in all cases Q access was granted.

Based on this federal agency study, it is clear that the **CEA performed as a highly effective and inexpensive screening mechanism** to identify individuals qualified to work in positions of trust. In fact, the CEA potentially can save an agency over \$3,000 per candidate.*

* According to William Burr, Thomas S. Blanton, and Stephen I. Schwartz, as of 1993 a Q clearances required a "single-scope background investigation" of the previous ten years of the applicants life by both the Office of Personnel Management and the Federal Bureau of Investigation, and cost \$3,225. (See "The Costs and Consequences of Nuclear Secrecy" in Stephen I. Schwartz, ed., *Atomic Audit: The Costs and Consequences of US Nuclear Weapons Since 1940* (Brookings Institution Press, 1998): 433-483; figures from Box 8-4, "Typical Costs of Security Investigations", on 461.Q clearance)

Study – 130 Applicants Interviewed

In 1988 one hundred and thirty real life job applicants were alternatively assigned to be interviewed by CEA or a similarly structured face-to-face interview. The findings revealed that with respect to employment history CEA developed similar, and in some cases superior, information in nature and scope to that developed by the personal security interview. Applicants' admissions of the use of illegal drugs were generally more frequent and serious in the CEA group than the personal interview group. In the personal interview group there were less frequent admissions of serious criminal conduct than in the CEA group. The results suggest that the use of CEA would serve as an effective first-stage interviewer in the employee selection process and may be used to guide and enhance the effectiveness of follow-up personal interviews to ensure that applicants meet the specific needs for sensitive positions. **A copy of this study is attached, "A Comparison of Computerized Interviewing of Job Applicants with a Personal Security Interview", published in Security Journal, 1991.**

Study – 171 Applicants Interviewed – Federal Bureau of Prisons

In 1991 a Federal Government Agency conducted a study on the effectiveness of CEA interview as a possible selection tool for over 39 staff positions, ranging from maintenance to administration, and including correctional officers. In this study 171 applicants participated, about one third of which were administered CEA prior to a personal, face-to-face, interview. The results indicated that the CEA interview identified high-risk applicants equal to the personal interview, and that the quality of information generated by the CEA interview in areas of inquiry common to both procedures was superior, particularly with respect to illegal drug activity and employment history. The findings suggested that the CEA interview can improve on the consistency of the selection process, reduce screening costs and time, assist the staff on any subsequent interviews or investigations, and reduce interviewer fatigue.

Furthermore, the research found that that the CEA program had the advantage of being impartial, objective and consistent in the treatment of applicants. Plus, applicants did not have to be concerned about interviewer impressions, biases or trying to conform to what may be incorrect expectations.

Study – 209 Consecutive Sheriff Department Applicants

Research shows that CEA provides more employment data to work with than standard written forms. Two hundred and nine consecutive applicants applying for positions at the Sheriff's Department new county jail were administered CEA interviews **after** they had already successfully passed the written aptitude test; physical agility exam; drug test; and, personality test.

Some of the information developed by the CEA interview can easily be used to identify high-risk applicants who did not meet a department's hiring guidelines, while other information will "red-flag" areas of activity that should be carefully examined in any subsequent interviews or background investigations.

For this study one of three assessments was made for each candidate based on the information developed during the CEA interview on all areas of inquiry. The drug admissions used to illustrate the hiring guidelines below are only examples:

- Does Not Meet Hiring Guidelines

This assessment was for those applicants who made significant admissions during the CEA interview; for example, the applicant said that they had used cocaine 20 times in the last year and most recently two months ago.

- Marginally Meets Hiring Guidelines

This assessment was for those applicants who made admissions during the CEA interview that were viewed as borderline – they did not eliminate the applicant from further consideration but highlighted areas of activity that should be carefully examined; for example, the applicant said that they had used marijuana 10 times in college over six years ago.

- Meets Hiring Guidelines

This assessment was for those applicants who made no relevant admissions during CEA; for example, the applicant made no admissions of any illegal drug use.

When the 209 consecutive Sheriff Department applicants' CEA interviews were analyzed using the above criteria,

78 (37%) of the applicants MET hiring guidelines

23 (11%) of the applicants MARGINALLY MET hiring guidelines

108 (52%) of the applicants DID NOT MEET hiring guidelines

The following are some examples of the statements developed by the CEA interview for a few of the 209 consecutive applicants who applied to work at a Sheriff's Department:

- Applicant 0087 stated that he used marijuana 18 months ago, had used marijuana ten times in the last two years, 20 times in the last three years and about 25 times in the last five years.

In addition, he indicated that he bought marijuana 18 months ago and sold marijuana two years ago. Initially the applicant indicated he bought and sold marijuana ten and five times respectively, but later indicated he bought marijuana 20 to 25 times and sold marijuana ten times.

- Applicant 0089 indicated the following:
 - * Fired: Late for work repeatedly;
 - * Fired: Stole \$300.00 in merchandise from a job held only 22 days;
 - * Drivers license suspended for three months -- failed to pay speeding ticket;
 - * Stole \$150.00 necklace, \$150.00 in men's and women clothing and hand tools; and gave away \$70.00 coat from jobs in the last five years;
 - * Shoplifting: convicted four and a half years ago;
 - * Retail theft: convicted 3 years earlier.
- Applicant 0106 indicated the following:
 - * Stole \$90.00 in merchandise from recent job;
 - * Used cocaine four times in the last five years; the last time being three years ago;
 - * Used marijuana six times in the last three years; the last time being two years ago;
 - * Used hashish about five years ago;
 - * Bought marijuana five times; the last time being three years ago.
 - * Bought cocaine two times; the last time was six years ago;
 - * Missed one day from work due to drinking alcohol;
 - * Late for work four times due to drinking alcohol;
 - * Drank alcohol at work against policy one time;
- Applicant 0109 indicated the following:
 - * Fired from a youth services organization for "misconduct";
 - * Will not allow a reference check from this employer;
 - * Used marijuana 15 times in the last five years; the last time being two years ago;
 - * Bought marijuana four times; the last time being three years ago.
- Applicant 0114 indicated the following:
 - * Fired: stated he did not know why he was terminated;
 - * Fired from another job for drinking which impaired his ability to do the job; (This above job initially was not listed on his application.)

- Applicant 0117 indicated the following:
 - * Convicted: Driving While Impaired – five years ago;
 - * Convicted: Inattentive driving – five years ago;
 - * Convicted: Trespassing – five years ago;
 - * Convicted: Contributing – five years ago;
 - * Convicted: Carrying a canceled weapon – six years ago.
- Applicant 0124 indicated the following:
 - * Left hospital on a mutual agreement due to "poor work performance,"
 - * Drivers license suspended for three months in the last five years;
 - * Convicted: Bounced personal check;
 - * Convicted again: Bounced personal check.
- Applicant 0126 indicated the following:
 - * Fired: poor attendance and inconsistent work;
 - * Attendance concern;
 - * Used marijuana ten times in the last two years; 20 times in the last three years -- last used marijuana 18 months ago;
 - * Bought marijuana ten times -- last time being 18 months ago;
 - * Sold marijuana five times -- last time he SOLD marijuana was two years ago, the amount being a quarter ounce. (Note: Upon review of his report, applicant wrote he bought marijuana 20 to 25 times and sold marijuana 10 times);
 - * Minor theft of merchandise from job.
- Applicant 0127 indicated the following:
 - * Left a job after two months, stated he just left "suddenly";
 - * Asked to resign from a job after three months, said "I left suddenly, I just stopped going in;"
 - * Left two other jobs without giving notice;
 - * Fired - Walked off job after one week; will not allow a reference check;
 - * Walked off three other jobs after less than one week at each of the jobs;
 - * Fired: Accused of drinking on the job;
 - * Used marijuana five times in the last five years; the last time being three years ago.
- Applicant 0133 indicated the following:
 - * Stole \$5.00 in money from a job;
 - * Fired: Argument, called in sick and failed to show up for work;
 - * Fired: Argument;
 - * Failed to initially list this above job held for two weeks;

- * Left on mutual agreement - disagreement/argument with supervisor; did not initially list this job (which he held for four months) on his application;
- * Drivers licensed suspended for two months last year due to overdue parking citation.
- Applicant 0139 indicated the following:
 - * Present job held two months - late for work 17 times;
 - * Left two (hospital) jobs due to mutual agreement after argument with supervisor; and at one job was suspended seven days for "breach of confidentiality;"
 - * Excessive absenteeism;
 - * Convicted: Obstructing a police officer 6 years earlier;

Study – 147 Applicants for a Financial Institution

In a statistical analysis of 147 CEA Pre-Employment Interviews conducted for a financial institution, information provided by the applicant during the CEA interview was compared to "Standards of Acceptability" established by the bank for screening job applicants.

Information collected from applicants during their interviews included work history, thefts from employers, recent illegal drug use, convictions, job application falsification, etc. Of the 147 consecutive applicants given CEA pre-employment interviews, 68% were Caucasian and 32% were Minority.

When comparing applicants who Met Standards and those who Did Not Meet Standards, the CEA computer interview results showed no statistically significant effect for the applicant racial groupings.

Study – 100 Police Department Applicants

The following represents an analysis of 100 consecutive police applicants (period ending September 9, 2006) who completed the Computer Employment Application (CEA) as part of the final selection process for 19 different police departments.

The vast majority of the 100 applicants completed the CEA after they had already completed most of the screening steps in the selection process, **including for many the psychological assessment**. In most cases this meant that they had already completed the:

- Initial written job application
- Written aptitude test
- Written examination
- Physical agility test
- Oral Interview(s) by the panel (board)
- Personal Background Interviews by Detective (Background Unit)
- Personal History Questionnaire (39 + pages)
- N.C.I.C and C.J.I.S. record checks
- Credit Report
- State, County, federal and local record checks
- Driving Record Checks
- Field Background Check
- Drug test

All 100 applicants in this study completed CEA before their polygraph examination. All identifiers have been deleted; any recognition is coincidental.

Special Note: 25% of this group of applicants had current or prior law enforcement experience when they completed the CEA

Note 2: It should also be noted that 41 (41%) of the polygraph examinations for these candidates were conducted in a state where, to be in compliance with state/federal law, before taking the pre-employment polygraph examination applicants had to be advised that, “Any statement made by you before or during the polygraph test may serve as additional supporting evidence for an adverse employment action, and ANY ADMISSIONS OF CRIMINAL CONDUCT BY YOU MAY BE TRANSMITTED TO AN APPROPRIATE GOVERNMENT LAW ENFORCEMENT AGENCY.” In each of the 41 cases applicants were informed of this warning and other elements of the state/federal laws before starting their CEA interview.”

An analysis of the information developed by the CEA from these 100 police applicants was compared to a set of federal agency hiring guidelines with the following results*:

Met Hiring Guidelines	34 (34%)
Did Not Meet Guidelines	58 (58%)
Marginally Met Guidelines	8 (8%)

* Each department or agency, of course, has their own hiring guidelines.

Here are the details for each of the 100 applicants:**CEA information for Police Applicant #1**

Stole \$60.00 in merchandise from a job

Stole \$50.00 in money from a job

Used codeine illegally 7 months ago

Used marijuana three times in the last five years; the last time being two years ago

Used Aderal illegally about eight months ago

CEA information for Police Applicant #2

Suspended four days from a job for "creating a hostile work environment."

CEA information for Police Applicant #3

Used marijuana 20 times, last time being over nine years ago

Used acid 10 times, cocaine seven times and mescaline once all over 14 years ago

Bought marijuana three times and LSD three times over 14 years ago.

CEA information for Police Applicant #4

Left two jobs with a day or less notice

One employer would give an unfavorable reference for leaving the job suddenly

CEA information for Police Applicant #5

Uncharacterized discharged from Army (Military Police)

Left security job with no notice

Absent from work a high number of times

Credit card fraud as juvenile (undetected crime)

CEA information for Police Applicant #6

Worked 6 and ½ years as a police officer for 2 departments

Received written warning for not replacing his can of OC gas spray in a timely manner; said he sprayed a dog 3 months earlier and never replaced it with a new can

Stole \$2.00 in merchandise from a police employer

Failed to list 3 part time security jobs on written police application which he held for 18 months, 12 months and 1 month respectively

CEA information for Police Applicant #7

Left Department of Corrections without notice

Used marijuana (off duty) while employed as a correctional officer

Last time used marijuana was two years ago

CEA information for Police Applicant #8

Left job without notice
Used marijuana five times in the last five years
Last time used marijuana was two years ago
Received a written warning from an employer for misuse of the Internet

CEA information for Police Applicant #9

Stole two VCR's worth \$100.00 each from current job

CEA information for Police Applicant # 10

Received written warning 12 months ago at current job for not correctly filing an invoice
Received 1 or 2 written warnings for "minor" cash shortages at his current job
Left one employer with one day notice where he had worked for 9 months

CEA information for Police Applicant #11

Used marijuana twice; the last time being 5 years ago

CEA information for Police Applicant #12

Asked to resign from hospital after two months
Written warning at another job for improper documentation procedure

CEA information for Police Applicant #13

Fired from one job after four months for absenteeism
Did not tell department he/she was fired from that job and falsified written application about reason for leaving that job
Lied on CEA when he denied use of marijuana; said he used marijuana once 6 years ago
Lied on CEA when he denied receiving written warnings; said he was written up at his current job for absenteeism

CEA information for Police Applicant #14

Used marijuana twice; the last time being two yrs ago

CEA information for Police Applicant #15

Permanency may be an issue
Did not list a job held for three years on 15 page written police application
Stole four cases of beer, gave out unauthorized discounts and stole other merchandise worth over \$100.00 from employers in the last five years
Stole about \$10.00 in money from current job
Shoplifted three times in the last five years
Convicted of shoplifting in Arizona seven years ago
Used marijuana five times

Used someone's prescription pain pills three times
Convicted (at age 18) in Logan, Utah for Minor in Consumption of Alcohol

CEA information for Police Applicant #16

Fired from US Army Corps of Engineers for not performing duties as requested
Left three jobs with one day notice

Police Applicant #17 no significant information

CEA information for Police Applicant #18

Police Officer and several years in private security/loss prevention
Fired from one employer for making a bad retail stop
Used marijuana 50 times; the last time being 11 yrs ago
Sold illegal drugs twice 11 yrs ago
Convicted, Invalid FOID card, fined \$150.00 10 yrs ago (age 23 at the time)
Undetected, drunk driving, 3 times, the last time 10 yrs ago
Uncharacterized discharged from military

CEA information for Police Applicant #19

Two written warnings for being late for work at current job
Theft of \$10.00 in clothing from current job
Paint balled and broke car windows with a bat five times; the last time was about six years ago (as juvenile)
Witnessed theft of property (juvenile)

CEA information for Police Applicant #20

Received a written warning for accident involving his squad car
Arrested for domestic battery two years ago

Police Applicant #21 no significant information

CEA information for Police Applicant #22

Applicant had past Law Enforcement experience
Asked to resign from State Police after four months
Did not list this job with the State Police on the department's written application

Police Applicants #23 no significant information

CEA information for Police Applicant #24

Currently a police officer and has been for the last 2 years
Fired from last job but does not know reason he/s was fired
Bought drugs illegally once 12 years ago
Hit & run as juvenile
Fired gun next to some businesses in Milwaukee 11 years ago on four occasions

Drank and drove 15 times, last time 8 years ago
Fired hand gun into telephone books while inside apartment two times; the last time was 8 years ago;
Assault (undetected crimes), on ten occasions threatened to beat people up and cause them harm
Stole \$70 in merchandise while self employed
Sold Steroids once 12 yrs ago
Bought Steroids
Rank of E-1 when discharged from military
Undetected juvenile crimes ranging from fighting to shoplifting to reckless conduct
Adult undetected crimes ranging from 10 assaults to discharging firearm to DUI

Police Applicant #25 no significant information**CEA information for Police Applicant #26**

Applicant is a Deputy Sheriff currently and has been for the last 2 ½ years
Shoplifted 18 months ago

CEA information for Police Applicant #27

Applicant is currently a police officer and has been for the last 2 ½ years
Previously had been with the Sheriff's department for 1 ½ years
Stole \$5.00 worth of materials from his jobs
Vandalism (\$200.00 damage) as a juvenile

CEA information for Police Applicant #28

Applicant currently works as a guard at a nuclear facility; indicated he/she has done the following ten or more years ago:

LSD two times
Mescaline twice
Mushrooms twice
Cocaine three times
Crack once
Amphetamines ten times
Ecstasy
Marijuana 100 time
Bought marijuana 25 times
Bought cocaine three times
Bought crack once
Bought amphetamines 10 times
Bought LSD twice
Took a joy ride in a stolen car (age 16)
Acted as the get-away driver twice when friend enter property and stole money (age 16)
Stole beer from beer truck three times (age 16)

CEA information for Police Applicant #29

As loss prevention associate at one of nation's largest retail firms, stole video tape of a female shoplifter

Received written warning at above job for stopping a person he thought stole an item but had not

At this same job missed work and was late for work due to consumption of alcoholic beverages

Worked at one job for two months and quit without giving notice

Fired from the Juvenile Center where he worked as a detention officer for two months; said he was never given an explanation as to why he was fired

Missed work at another major retailer due to consumption of alcoholic beverages

Used marijuana 30 times; last time used marijuana was five years ago

Bought marijuana 10 times; last time bought (two ounces) was seven years ago

High number of days missed and high number of times late from work in the last five years

Convicted of shoplifting as a minor

Look out and/or participated in 48 undetected crimes as a minor such as, vandalism to property 30 times, entered cars five times with friends and stole items, shoplifting, trespass/enter clubhouse and stole money/ and merchandise and six fights

CEA information for Police Applicant #30

Used marijuana four times; the last time used marijuana was five years ago

Bought marijuana once five years ago

CEA information for Police Applicant #31

Used marijuana two times; the last time used five years ago

Vandalism (broke car windows/\$400 damage) as juvenile

CEA information for Police Applicant #32

Applicant is currently a police officer at two departments, three years police officer at third department, past school teacher and security officer positions

Used opium about 10 times; last time used opium eight years ago

Used LSD about 50 times, last time used LSD nine years ago

Used mushrooms five times last time used was seven years ago

Used cocaine six times; last time used was five years ago

Used marijuana about 125 times, last time used was 4 ½ years ago

Used hashish once five years ago

Used Xanax once about 11 years ago

Bought mushrooms three times; last time bought was 7 years ago

Bought marijuana about 50 times; most recent purchase was four grams five years ago

Bought cocaine (three grams) once six years ago

Bought LSD about 50 times; last time bought LSD was eight years ago; largest quantity of LSD bought was enough for 21 to 40 uses

Sold marijuana 10 times; most recent sale (21 to 40 grams) was nine years ago

Sold LSD five times, largest quantity sold was 21 to 40 uses nine years ago
Receive written warning at police department for responding to a rescue call in a police boat while not on duty
Received written warning at hospital for "threatening to pepper spray a violent patient who was attempting to flee from the psychiatric ward,"
Vandalized vehicle & house (\$500.00 damages) as juvenile (undetected crimes) three times

CEA information for Police Applicant #33

Applicant is currently employed Juvenile Detention Center, past jobs in loss prevention and children's home
Receive written warning four months ago at Juvenile Detention Center for argument with supervisor
Received a 2nd written warning at Juvenile Detention Center about four months ago for going into a cell of a juvenile without supervisor's permission
Driver's license suspended or revoked for one month for failure to pay ticket on time
On a 2nd occasion license suspended for two weeks for failure to pay ticket on time
Theft of work uniform from Juvenile Detention Center
Used marijuana about 25 times; the last time used was five years ago
Bought marijuana 15 times; most recent quantity bought was seven grams five years ago; largest quantity bought was 21 to 40 grams
Sold marijuana (five grams) once six years ago
Convicted (as adult) year ago for noise violation
Vandalism (undetected) as minor
Got into a fight in the last year - - punched in the face.

CEA information for Police Applicant #34

Stole \$45.00 in merchandise from past job in the last five years including a Compact Disk worth \$15.00
Used marijuana three times; the last time was five years ago
Convicted of underage drinking
Convicted of disorderly conduct

CEA information for Police Applicant #35

Failed to list two jobs on police written application
One of the jobs not listed (on the written application) he/she quit without giving any notice
Worked as a security officer for two weeks and gave one day notice of quitting
Said he/she would get an unfavorable reference from the security company because they quit after two weeks
Convicted four years ago of operating motor vehicle while intoxicated (OWI), fined \$1,000.00
Used marijuana about 10 times; the last time used marijuana was three years ago; used marijuana 6 times in the last four years

CEA information for Police Applicant #36

Police officer now at two police departments (one full time, one part time)
Deputy Sheriff for over 11 years
Quit Sheriff's Dept. but said department would say he was fired for having an affair with a female co-work

CEA information for Police Applicant #37

Currently a police officer and has been for 2 years
Shoplifted (value \$20.00) one months ago
Used LSD once ten years ago
Used cocaine about 10 times; last used cocaine 10 years ago
Used crack about 10 times; last time used crack was 11 years ago
Used marijuana about 50 times in the last six years
Bought marijuana about 10 times in the last eight years; the last time was six years ago
Bought cocaine three times; the last time was one ounce bought 11 years ago
Bought crack two times; the last time was 11 years ago
Convicted of disorderly conduct eight years ago (adult)
Convicted of possession of drug paraphernalia nine years ago (adult)
Falsified drug questions on police 39 page Personal History Questionnaire

CEA information for Police Applicant #38

Five years in teaching/ coach, youth programs; worked at County Juvenile Detention Center
Failed to list one employer on his written police application where he worked for one week last year; said he forgot the name of the employer
Stole five work uniforms three years ago (worth about \$60.00) from an employer where he worked for three weeks
Total value of merchandise stolen from employers in the last five years \$80.00
Used marijuana once eight years ago
Use mushrooms three times eight years ago

Police Applicant #39 no significant information**CEA information for Police Applicant #40**

Brother works for federal agency who advised him to admit nothing, deny everything and demand proof
Does NOT presently have a valid drivers license
His license expired three years ago
Used marijuana eight times; the last time was four years ago
Used Hashish five times; the last time was seven years ago
On a prior CEA for a different department the applicant said he owned a tavern (silent partner) and indicated he was going to keep the tavern as a "silent partner" without notifying the department

CEA information for Police Applicant #41

Applicant is currently a police officer and has been for the last 18 months
Used marijuana five times in the last five years; last time used was five years ago
Bought marijuana once
Received a written warning one month ago at the police department for not turning on the microphone
Falsified drug questions on police 39 page Personal History Questionnaire.

CEA information for Police Applicant #42

Stole \$100.00 worth of tools from the Navy
Bought stolen merchandise (car radio) four years ago from a co-worker
Used marijuana once 2 ½ years ago
Received a written warning in the Navy for not being at duty station on time
Left one employer with only a one day notice
Five undetected crimes (vandalism) as juvenile (age 16/17): Stole hood ornaments from cars four times and was with friend who stole radar detector from inside a car

Police Applicant #43 no significant information**CEA information for Police Applicant #44**

Used marijuana 10 times; the last time used marijuana was five years ago
Convicted: underage drinking (as adult) six years ago
Falsified drug questions on police 39 page Personal History Questionnaire

CEA information for Police Applicant #45

Missed 4 days from work due consumption of alcoholic beverages in last 5yrs
Consumed alcoholic beverages on job against company policy 2 times in last 5 yrs
Convicted for Driving Under the Influence 3 yrs ago, license suspended for 3 months
Used marijuana five times in the last 5 yrs; the last time being three yrs ago

CEA information for Police Applicant #46

Resigned from last job at Sheriff Department (CA) after only three weeks due to family issues; gave one week notice

CEA information for Police Applicant #47

Stole \$3.00 merchandise from a prior job
Used marijuana & hashish 9 times; the last time being over 20 yrs ago

Police Applicant #48 no significant information**CEA information for Police Applicant #49**

Resigned 3 ½ yrs ago from Houses of Correction for fraternization with an inmate
Fired 1 ½ from hospital because, "I kept leaving work early"

Convicted 12 years ago (at age 20) of shoplifting \$500 worth of clothing from a store
Charged with fraudulent use of credit card & carrying a concealed weapon 12 yrs ago. "I was to pay restitution to the store, a fine, court costs and nothing was to be placed on a criminal background (record) since I had no prior record up to the point"
Two written warnings at hospital for leaving work early without permission
Used marijuana once 18 yrs. ago

Police Applicant #50 no significant information**CEA information for Police Applicant #51**

County Juvenile Detention Officer for the last 6 months
Received a written warning three months ago from County for being late for work
Last time used marijuana was 1 year ago
Received 5 written warnings at past job for being late for work repeatedly, last warning received from past employer was one month before s/he left job
Falsified drug questions on police 39 page Personal History Questionnaire

CEA information for Police Applicant #52

Left last job after four months due to absenteeism
Received written warning at last job for absenteeism
Received 2 other written warnings at last job for not punching out several times at the end of shift; said his last employer would give him an excellent reference.
Left staffing job two years ago where he worked 2 days without giving notice; said he would get an unfavorable reference for missing work and for not giving advance notice before quitting
Left another job four yrs ago where he worked two months without notice
Used marijuana 3 times in the last 4 yrs; the last time being 4 yrs ago
High number of absences
CEA showed he failed to list two jobs on Personal History Questionnaire

CEA information for Police Applicant #53

CEA showed s/he failed to list 2 jobs on police written application
Left one of those omitted jobs 2 yrs ago for calling in sick
Shoplifted \$15.00 worth of food within the last week

CEA information for Police Applicant #54

Driver's license suspended for 3 months 2 yrs ago after receiving 3rd speeding ticket

CEA information for Police Applicant #55

Used marijuana 5 times; the last time being 13 yrs ago
Bought marijuana once 13 yrs ago
Stole \$5.00 in merchandise
Stole \$1.00 in money from a job 2 ½ yrs ago
Military Security Guard at US Embassy over 9 yrs ago

CEA information for Police Applicant #56

Left waitress job without notice due, in part, to argument/disagreement about applicant getting her naval pierced after owner advised not to do so or she could not work there
Correctional Officer with Department of Corrections for 3 weeks; left position without notice

Stole \$24.00 in food from restaurant

Fined \$212.00 last year for underage drinking (age 20 at time)

CEA information for Police Applicant #57

At present job missed two days from work in the last 10 months due to consumption of alcoholic beverages

Received written warning at present job for missing work to attend police recruit academy

Late for work once due to consumption of alcoholic beverages

Used cocaine twice; the last time being 4 yrs ago

Used marijuana 10 times; the last time being 4 yrs ago

Convicted "Objectionable" Disorderly Conduct 1 ½ yrs ago, fined \$203.00

Convicted underage drinking 4 yrs ago (age 20 at time), fined \$120.00

CEA information for Police Applicant #58

Applicant is Firefighter/EMT currently and has been for the last 2 ½ yrs

Stole \$20.00 worth of sodas from current job restaurant job

Used marijuana 15 times; the last time being 4 ½ yrs ago

Bought marijuana 3 times in the last 5 yrs; the last time being 4 ½ yrs ago; the last amount of marijuana bought was over 21 grams

Convicted for possession of THC 5 yrs ago (age 21 at time), fined \$450.00

Convicted of underage drinking 7 yrs ago (age 19 at time), fined \$70.00

Convicted for noise ordinance 7 yrs ago, fined \$70.00

CEA information for Police Applicant #59

Applicant is County Correctional Officer and has been for the last 2 yrs

Missed one day of work due to consumption of alcoholic beverages at present job

Over 9 yrs ago used ACID twice; mushrooms once; cocaine once and, marijuana 3 times

Bought marijuana once 9 yrs ago

CEA information for Police Applicant #60

Applicant is currently a police officer and has been for the last 4 ½ yrs

Permanency may be an issue

Asked to resign 2 ½ yrs ago as security officer because company wanted him to take an arms class, which he declined to do because he was already certified.

On another occasion the applicant declined to work an assignment because he could not carry his weapon and he would be paid less money.

CEA information for Police Applicant #61

Received written warning 2 ½ yrs ago for placing a refrigerated product being sent for shipment onto a non-refrigerated pallet

Received written warning due to customer complaint that produce received was wrong lot number

CEA information for Police Applicant #62

Received written warning 2 years ago as Senior Loss Prevention Investigator for national high end retailer because another employee alleged s/he had spoken improperly about another employee (defamation of character)

With someone who shoplifted jewelry 10 yrs ago as minor

CEA information for Police Applicant #63

Applicant currently works at a state toll way agency for the last 9 yrs

Received written warning 3 yrs ago for being late for work repeatedly

Drivers license suspended for 5 days 2 yrs ago for due to error with emissions test for his car

Used marijuana once 10 yrs ago

CEA showed he failed to list 2 jobs on his written police application; he currently works one of the jobs part time and worked at the other job for a year

Failed to tell detectives about these same two jobs during his personal interview with detectives.

CEA admissions for Police Applicant #64

Applicant currently is an assistant Loss Prevention manger for the last 2 ½ yrs with an international firm and prior was an Asset Protection Investigator for 4 yrs with high end Midwest retailer

Drivers license suspended last year for six months for refusing to take breath alcohol test

Used marijuana twice 11 years ago.

CEA information for Police Applicant #65

CEA showed he failed to list one employer on his written police application where he worked for 2 ½ yrs; left the job about 3 yrs ago

Stole \$40.00 in candy and food from jobs in last 5 yrs

CEA information for Police Applicant #66

Applicant is a Security Officer currently and has been for the last 7 months

At present job, late for work twice due to drinking alcoholic beverages and twice for same reason at prior employer in last five years

Asked to resign (without any notice) from last job due to a work slow down

High frequency of tardiness

Drivers license suspended for two months 3 yrs ago for being convicted twice for under age drinking

Stole clothing accessories from past jobs in last 5 yrs
Used marijuana 10 times including 8 times in the last 3 yrs; last time being 2 yrs ago

Police Applicant #67 no significant information

CEA information for Police Applicant #68

Applicant is currently a full time Police Officer and has been for the last two years; is also a part time officer at another police department
Former deputy sheriff for 18 months and Loss Prevention Investigator
Asked to resign from a national retail firm after a year of employment for failing to meet company standards for selling extended warranties
Stole electronic equipment worth \$60.00 from previous employer
Three speeding tickets in the last three years
Received five written warnings in 12 months for being late for work repeatedly from an employer he worked for a year ago
Left position as a Loss Prevention Investigator at a Midwest retailer because he made a "bad" shoplifting stop and because he felt he was not trained properly
Received a written warning from the Loss Prevention Manager for being disrespectful; said he felt the Manager did not treat him fairly.

CEA information from police Applicant #69

Former police officer for 18 months, left job eight months ago on two day notice due his police job conflict with another job
Permanency may be an issue
Currently a Security officer for the last two years
Used marijuana five times; last time being three and a half years ago

CEA information for Police Applicant #70

Applicant is a part time law enforcement officer and has been for the last 3 ½ yrs with one agency; is a full time Police Officer currently and has been for the last 10 months with another agency
Asked to resign from prior employer (police dept.) by Chief due to conflict in work hours with a second job.
Stole \$150.00 in money from his current job
Fined \$125.00 two yrs. ago for speeding
Convicted of shoplifting 10 yrs ago as minor

Police Applicant #71 no significant admissions

CEA information for Police Applicant #72

Currently employed as civilian bookkeeping officer at county jail
Late for work 8 times from two previous jobs due to consumption of alcoholic beverages
Stole about \$300.00 in merchandise from jobs in the last five years, including \$300.00 worth of clothing from a store where applicant worked last fall for four months.
Last time stole clothing was eight months ago; item was worth \$100.00

Shoplifted 12 times (total value shoplifted \$90.00) in the last five years including at least three times in the last three years.

Last shoplifted 12 months ago.

Applicant commented that many of these shoplifting incidents were "accidental".

Used Ritalin without prescription once six years ago

Used marijuana 80 times, last time being two years ago

Used "celenbuterol" illegally 10 times, last time being one year ago

Bought marijuana twice; last time being nine years ago

Bought "celenbuterol" once two years ago

Sold marijuana eight times last time being 8 yrs ago; most marijuana sold at once was 10 grams

Helped steal a pop machine worth about \$2,000.00 six years ago (age 17 at the time)

Drove a motor vehicle under the influence of alcohol (undetected) last time being a year ago

CEA information for Police Applicant #73

Employed as paramedic/EMT last 4 yrs

Drivers license suspended for three months for failed emissions test 16 months ago

Convicted of shoplifting \$100.00 worth of merchandise as adult 15 yrs ago, fined \$250.00

Used LSD twice; last time being 15 years ago

Used marijuana three times; last time being 10 years ago

Received three written warning for being late for work in the last 18 months; last time being within the last week

CEA information for Police Applicant #74

Convicted Driving Under the Influence two years ago, fined \$1,200.00, one year supervision and license suspended for three months

Used marijuana four times; last time being 10 years ago

CEA information for Police Applicant #75

Works now as Sgt. at a national security company for a defense contractor

Would get unfavorable reference for leaving a job on short notice

Three (3) undetected crimes as adult - three times he was with route drivers when they stole cases of beer and then sold them - \$100.00 value for each theft incident

CEA information for Police Applicant #76

Job permanency may be an issue

Stole \$150.00 in merchandise from the military including a \$120.00 tool three months ago

Used marijuana 1,000 times; last time being 9 years ago

Bought marijuana 40 times; last time being 9 years ago

Sold marijuana twice; last time 9 years ago

Convicted 9 years ago (at age 22) for theft of services, fined \$500 but said he was placed on one year court supervision and that it would not show up as a conviction

CEA information for Police Applicant #77

Left 3 jobs with less than one day notice

Police Applicant #78 no significant information

CEA information for Police Applicant #79

Resigned from one job due to an argument/disagreement
Stole \$50.00 in money from an employer where he worked four months
Stole \$400.00 in money from a store where he worked four months
Fired from that same employer for theft
Convicted four years ago of Retail Theft, fined \$250.00
Used marijuana twice seven years ago
Gave out \$2.00 in unauthorized discounts at a job
Missed one day of work due to drinking alcoholic beverages

Police Applicant #80 no significant information

CEA information for Police Applicant #81

Convicted under age drinking 2 ½ years ago, fined \$250.00
Convicted for having glass bottles on beach 3 yrs ago, fined \$50.00.

CEA information for Police Applicant #82

Fired from job 1 ½ yrs ago for insubordination.
Supervisor asked, and then ordered him to leave work several times which he refused to do.
Said he finally left work after the supervisor threatened to call the police and have him arrested for trespassing.
Would get an unfavorable reference from a different employer (left job 3 yrs ago) because he had an argument over office policy with his supervisor
Left a job 4 yrs ago with less than one day notice due to the fact, in part, that he did not agree with the way company treated its workers
Failed to list a job on department's written application
Has a second driver's license from another state which expires two years from now.
Said he does not physically possess the license but the number is still valid in the computer base at the D.M.V.
Stole about \$16.00 in merchandise from one employer
Used marijuana two times five years ago
Received a written warning because a supervisor found a soda can in his cooler
Received a written warning after a customer called the hot line to complain about comments he made to the customer
Drivers license suspended 7 yrs ago for three months but said he continued to drive "despite this suspension"

CEA information for Police Applicant #83

Police officer now, with two police departments
Received written warning about two years ago for being late for work once

CEA information for Police Applicant #84

Police officer now for the last 3 yrs
Reason given for wanting to leave present Police Dept., "Corruption within the department. There is no integrity within the ranks, very unstructured."

CEA information for Police Applicant #85

Police officer now for last month
Left prior police dept. after four years due to mutual agreement (with less than one day notice) for violating department's residency policy
Received written warning 18 months ago for, "Allegedly left computer on and walking away from it."
Used marijuana 7 times; last time being 11 years ago.

CEA information for Police Applicant #86

Police officer now for the last year
Stole fifty cents from the P.D. two weeks ago (off of the Chief's desk)
Stole \$90.00 in merchandise from jobs in the last 5 years
Used cocaine 2 times; last time being 8 years ago
Used marijuana 30 times; last time being 8 years ago
Bought marijuana 9 times; last time being 8 years ago; amount of marijuana last bought was 2 grams
Convicted disorderly conduct 11 years ago (as minor), involved in a fight, served community services in lieu of punishment
Drank alcoholic beverages 10 times during work hours against company policy

CEA information for Police Applicant #87

Stole \$2.00 merchandise from an employer in last five years
Convicted of under age drinking two years ago, fined \$250.00.

CEA information for Police Applicant #88

Presently works for a government enforcement agency
Former military Intelligence Analyst
Police Officer for 4 ½ yrs
Left the Police Department four yrs ago due to argument/disagreement w/Police Commission.
Said he left after receiving scrutiny from Village Board for his involvement in an off-duty altercation (physical fight).
All subjects involved in the fight, including himself, were charged for Misdemeanor Disorderly Conduct.

Charge was dismissed "but I would have faced work administrative discipline if I stayed there."

Falsified reason for leaving police dept on his written application.

On his written application he wrote his reason for leaving the Police Department was, "Pursue career change"

Failed to list a job on written application

CEA information for Police Applicant #89

Walked off job one year ago after questioning decision made by a supervisor

Gave away \$7.00 in sodas

Received written warning from an employer two weeks ago for being late for work

Used speed twice; last time being five years ago

Used Ritalin illegally five years ago

Used marijuana four times; last time being 3 ½ years ago

Bought marijuana two times; last time being 4 ½ years ago

CEA information for Police Applicant #90

Applicant is a Juvenile Detention Specialist and has been for the last 7 months

Shoptlifted nails 1 ½ yrs ago from a store

Used marijuana 4 times in the last 3 yrs; last time being 3 yrs ago

Bought marijuana twice; last time 5 yrs ago

Convicted 4 yrs ago (age 19 at the time) as adult for misdemeanor Mob Action, fined \$300

Undetected crime - involved in 2 fights; last time 2 yrs ago when 10 people "jumped" 3 of his friends

CEA information for Police Applicant #91

Fired from job one year ago after four months because employer felt s/he wasn't happy working there

Did not list a job on police written application where s/he worked for two weeks which s/he left without giving notice

Stole about \$10.00 worth of merchandise from jobs in the last 5 yrs

Used marijuana two times; the last time being 1 ½ yrs ago.

CEA information for Police Applicant #92

Received 3 written warnings at present job including 2 for being late for work repeatedly

Last time written up for being late was two months ago

Late and absent from work a high number of times

Marijuana used once 11 years ago

CEA information for Police Applicant #93

Used marijuana twice; the last time being 10 years ago

Used speed twice; the last time being 10 years ago

CEA information for Police Applicant #94

Stole \$140.00 worth of electronic equipment and CD's during two years of employment at a store in the last 5 yrs

Used marijuana 7 times in the last five years; the last time being 2 ½ yrs ago

CEA information for Police Applicant #95

Quit job at a national retail store after a month and gave one day notice due to disagreement with owner; said owner asked applicant to lie and do unethical things to sell products

Used marijuana and hashish 8 times; the last time 3 ½ years ago

Bought marijuana two times; bought 3 grams of marijuana 3 ½ years ago

CEA information for Police Applicant #96

City employee for 13 years

Suspended for two days 2 ½ yrs ago for: "Being a supervisor, one of my office clerks was in the office with his feet up and watching television. I was suspended because he worked for me, when I didn't even see this individual. I was out on the street working and he was caught by a commissioner of the department."

Used marijuana twice; the last time 18 yrs ago

CEA information for Police Applicant #97

Police Officer for about 1 year

Asked to resign from police department two months ago because he wrecked a patrol car; was transporting a prisoner at time of the accident

Received written warning at the police dept due to the accident and placed on leave pending the investigation

Fired from a job two yrs ago for not meeting sales goals

Written warning at job for not meeting sales goals

Stole \$60.00 in merchandise from jobs in the last 5 yrs

Used marijuana three times; the last time being six years ago

Two speeding tickets in the last three years

Drivers license suspended four years ago for 30 days because s/he did not make it to court

Drivers license suspended six years ago for two weeks because s/he missed court more than once

Absent (and late) from work a high number of times in last five years

CEA information for Police Applicant #98

Used marijuana twice; the last time being six yrs ago

Bought marijuana once six years ago

CEA information for Police Applicant #99

Used friend's prescription of codeine and/or abused use of his own codeine prescription

10 times; the last time used codeine illegally was six years ago

Used LSD five times; the last time being six yrs ago

Used cocaine once 7 yrs ago

Used marijuana 20 times; the last time being six yrs ago

Bought marijuana about 10 times; the last time being two grams six yrs ago

Largest quantity of marijuana bought was 7grams

Bought LSD five times; the last time being 6 yrs ago

Convicted 4 times for Public Intoxication (as an adult) in the last 6 yrs in; the last time being two years ago; was fined \$100.00

Convicted for Possession of Cannabis 6 yrs ago

Convicted of Disorderly Conduct 7 yrs ago

Shoplifted \$20.00 bottle of vodka as a minor (undetected)

CEA information for Police Applicant #100

Used marijuana 8 times; the last time being 4 yrs ago

Used Ecstasy 6 times; the last time being 4 yrs ago

Note: Information pertaining to these 100 police applicants is part of a research study being written by CEA/JER for publication. Therefore, NO REPRODUCTION is allowed and any other use is unauthorized.

Study - Comparison of Information from CEA's Drug Interview to the Outcome of the Applicant's Drug Test - November 2006

One of the concerns employers have is the effectiveness of drug testing as a screening mechanism in that as a general rule drug tests will only come back **positive** (indicating the presence of illegal drugs) if the subject has used those drugs in the last 48 hours. However, most employers are concerned about an applicant's "current use" of illegal drugs which the EEOC has defined as the last 2 years. Consequently, the issue becomes which screening tool, the Computer Employment Application (CEA) or traditional drug testing, produces a more accurate picture of the applicant's current use of illegal drugs.

The following represents the results of the drug information developed by the CEA as compared to drug test results for 23 business applicants. All of the applicants took a drug test (urinalysis) the same day they completed the CEA. Note: This group of applicants is part of a larger study in progress.

In summary the results indicate that:

- In 13 or 56% of the applicants the CEA developed more information about the applicant's past drug use than the drug screening exam did
- In 4 or 17% of the cases the drug test developed more information than the CEA developed
- In 4 or 17% of the cases both the CEA and the drug tests yielded the same results
- In 2 cases (or 9%) neither screening procedure was successful.

The following represent several examples demonstrating the information developed by the CEA as opposed to the drug test:

CEA drug information for Applicant 11

Age 35

Position applied for: cashier

CEA: Last time used marijuana was four days ago; last time used cocaine was 11 months ago; declined to answer questions about buying or selling illegal drugs

Drug test: Negative

Which screening method produced more useful information? CEA

CEA drug information for Applicant #16

Age 33

Position applied for: cashier and collections agent

CEA: Denied any drug use in the last year; bought marijuana two years ago; bought marijuana three times in the last four years and six times in last 6 years; bought cocaine five times last time being five years ago

Drug test: Negative

Which screening method produced more useful information? CEA

CEA drug information for Applicant #17

Age 24

Position applied for: teller

CEA: Last time used marijuana was three months ago; last time used mushrooms was six months ago; possession of marijuana at work two times in the last five years the last time being 10 months ago; bought mushrooms twice; bought marijuana 40 times in the last three years and bought marijuana 150 times in last five years; bought cocaine four times in the last year last time being two months ago; bought hashish twice in the last 6 yrs last time being six years ago

Drug test: Negative

Which screening method produced more useful information? CEA

CEA drug information for Applicant #22

Age 20

Position applied for: teller

CEA: Last time used marijuana was three days ago; last time used crack was six months ago

Drug test: Negative

Which screening method produced more useful information? CEA

CEA drug information for Applicant #23

Age 26

Position applied for: manager trainee

CEA: Last time used marijuana was two months ago

Drug test: Negative

Which screening method produced more useful information? CEA

Comparison of Applicant Substance Abuse Admissions to Probable Urinalysis Test Outcomes (Excerpts from Research Study)

Study Method

In a six month period 130 consecutive job applicants were interviewed about substance abuse. Half (65) of the applicants were interviewed by Computer Employment Applications (CEA) and half (65) by an experienced interviewer.

These applicants were applying for positions with a variety of employers - armored car carriers, transportation and pharmaceutical companies, jewelry firms, bookstores, restaurants, and other retail establishments.

Results

To predict the probable drug detection rate, pre-employment interview data about the type of abused substance, drug use frequency in the last 12 months, and last use of respective drugs was given to a forensic toxicologist.

When this data was compared to the maximum retention times in which chemicals can be detected in the body (by immunoassay urine screening methods), the toxicologist projected (based on the assumption that persons were truthful about last use of an illegal drug) that 27 (87%) of these applicants who made drug admissions would have shown negative on the drug screen (no substance of concern found); and four (13%) of these applicants would have shown positive on the drug screen (substance of abuse found).

Nineteen (19) applicants acknowledged use of an illegal drug during the last 12 months during their CEA Interview whereas only 12 applicants acknowledged illegal drug use to the interviewer.

These findings support two previous studies, both in the medical field, which showed that computerized interviews may be more effective in the collection of sensitive information than are traditional methods. Greist*, for example, found that psychiatric patients seeking help for specific medical problems revealed more information about issues such as alcohol and drug abuse in a computer interview than in either a written questionnaire or a personal interview.

In another study, Slack and Slack** reported that four of 32 persons revealed that they were "having problems with drugs" in a computer interview, whereas only two of these same persons acknowledged a drug problem in response to specific questions asked by a skilled interviewer.

For more information on these two studies and a study involving CEA with job applicants, see the attached study, A Comparison of Computerized Interviewing of Job Applicants with a Personal Security Interview (1991). Security Journal, pgs. 172-179.

Given the results of this study and the short time period a chemical remains detectable in a person's body, CEA's pre-employment drug interview easily works in conjunction with and can greatly enhance any organization's current drug testing program or provide a more cost efficient alternative screening method. Furthermore, in addition to general drug use, CEA can provide all employers with a means to address other types of illegal drug activities, such as buying or selling illegal drugs.

* Greist, J. (1975), The computer interview as a medium for collecting questionnaire data on drug use: Predicting adolescent drug abuse. In D. J. Lettiere (Ed.), *Predicting adolescent drug use: A review of issues, methods, and correlates* (pp. 147-164). Washington, DC: US Government Printing Office.

** Slack, W., & Slack, C. (1972). Patient computer dialogue. *New England Journal of Medicine*, 286, 1304-1309.

Additional Case Examples of CEA Applicant Interviews

The value of the CEA interview lies in its ability to interview effectively and develop accurate information from the applicant. This CEA-gathered information often is not available from any other source.

In the case examples that follow, all of the applicants were pre-screened and interviewed by the hiring organization before their CEA Pre-employment Interview.

Applicant 1

Information listed on the Employer's Written Application:

Q: Have you ever been convicted of any felony or misdemeanor? If yes, please explain:

A: Yes. "I was convicted of a moving violation and a broken headlight."

Information learned during the Employer's Interview:

- * Applicant stated the conviction occurred when he was a minor.
- * Applicant denied ever being convicted of anything else.

Information learned during the CEA Interview:

During CEA interview, the applicant indicated he was convicted of:

- * Reckless Use of a Firearm - Sentenced and served nine months in jail;
- * Car Theft - Sentenced and served two weeks in jail;
- * Carrying a Concealed Weapon - Sentenced and served time in jail.

In addition, the applicant recently bought and used drugs illegally.

Per Criminal History Check:

A criminal records search was conducted and "No convictions were shown to be on file."

Applicant 2

Position Applied for: Community Service Officer at a City Police Department.

Information listed on the Police Department's written application:

Q: Have you been convicted of a felony crime in the last seven years?

A: No.

(NOTE: The police department's background check showed no arrests or convictions prior to CEA Interview).

Information learned during the CEA interview:

Applicant indicated he was fined over \$2,800.00 for Violating a Domestic Violence Order.

In addition, the applicant falsified the police department's written application by:

- * not listing all his jobs
- * falsifying reasons for leaving a job

Applicant 3

Position Applied for: Loan Officer

Information listed on the Bank's written application:

Q: Have you ever been convicted of a crime:

A: No

Q: Have you ever been fired from a job:

A: No

Information learned during the CEA interview:

Convicted: Credit Card Fraud three months ago; fined \$1,500.00. On probation for next two years.

Also, during the CEA interview, it became evident that the applicant falsified the employer's written application, employer's personal interview and other pre-screening methods by:

- * Not listing a job he was fired from after only one month; and
- * Being fired by another employer after only a few months for suspicion of stealing money and merchandise.

Information learned during a Criminal History Check (by an outside agency specializing in such background checks):

"No record of criminal arrest and/or conviction was found in the applicant's jurisdictions."

Applicant 4

This applicant met employer's hiring standards following completion of the Employer's Written Application, Personal Interview and Honesty Test.

Information learned during the CEA interview:

- * Applicant failed to list a job he held for a few months at a national chain department store from where he was fired for theft; and
- * Applicant indicated he stole clothing from the department store.

Information learned from the Employer's reference check:

When the applicant's former employer was contacted for a reference check, company personnel never mentioned the above incident and would only confirm the applicant's employment dates.

Applicant 5

An applicant applying for a law enforcement position admitted during the CEA interview that he had been involved in several hundred undetected criminal acts. The applicant submitted applications to over 18 law enforcement agencies.

CEA Report

The following pages show three examples of the information/ report generated for actual candidates. The first is for a police department applicant, the second for a fire department applicant, and the third for a financial institution applicant. Please note, anything in quote marks (“”) represents information that was typed in by the applicant exactly as they typed it. To protect the identity of these three individuals all personal identification information has been removed from these reports.

Police Department Applicant Summary

The following is a summary of the key statements that the police department applicant made in the report shown on the following pages:

- Drivers license was suspended one year and placed on 1 year probation for possession of another persons drivers license
- Theft of about \$170.00 worth of various food items
- Theft of about \$30.00 in money left by customers
- Shoplifted twice in the last 5 years (total value of merchandise shoplifted was about \$30.00)
- Used marijuana about 10 times, last time used marijuana was 3 1/2 years ago
- Last time used oxycottin was 4 years ago
- Bought drugs twice, both times were about 1 year ago
- Involved in a fight (battery) two years ago
- Involved in vandalism as a minor

Fire Department Applicant Summary

The following is a summary of the key statements that the fire department applicant made in the report shown on the following pages:

- Currently employed as a firefighter/EMT for the last 18 months
- Applicant quit job at Management Company but said the company would say he was fired
- Said this employer would give him an unfavorable reference because of the terms of his quitting the job
- Said he left another job due to an argument/disagreement with the owner
- Missed 1 day from work due to the consumption of alcoholic beverages
- Late for work twice due to drinking alcoholic beverages
- Stole \$5.00 worth of merchandise from employers
- Shoplifted a bottle of wine 2 years ago
- Use acid 5 times, last time being about 10 years ago
- Used mushrooms 4 times, last time being 7 years ago
- Used cocaine 7 times, last time being 3 1/2 years ago
- Used marijuana about 800 times, last time being 3 years ago
- Used ecstasy 5 times, last time being about 6 years ago
- Bought marijuana about 150 times, last time being about 6 years ago
- Bought cocaine 4 times, last time being about 6 years ago
- Bought ecstasy 6 times, last time being about 7 to 8 years ago
- Sold marijuana about 10 times, last time being about 11 years ago
- Grew marijuana plants once 11 years ago
- Convicted as a minor for possessing marijuana

Financial Institution Applicant Summary

The following is a summary of the key statements that the financial institution applicant made in the report shown on the following pages:

- Bachelor's degree in Marketing/Advertising from UUU College where she made the dean's list four times
- Last job was a data entry operator at ABC Bank where she worked for about 9 months
- Late for work 15 times at ABC Bank
- Late for work a total of 31 times in the last 5 years
- Missed 2 days from work due to the consumption of alcoholic beverages
- Late for work once due to drinking alcoholic beverages
- Asked allowed to resign instead of being fired from a department store
- Theft of a ring worth \$4.00 from a jewelry store where she worked
- Used marijuana yesterday
- Bought marijuana about 18 times in the last year and about 30 times in the last 3 years
- Received a written warning at ABC Bank for being late for work

Computer Employment Applications Applicant Report

Computer Employment Applications [TM]
4811 S 76th St
Milwaukee, WI 53220
(C) Copyright 1989-2010 - Richard J. Phannenstill
All Rights Reserved

IMPORTANT

The applicant has authorized that information contained herein is to be released solely to ABC Police Department for purposes of employment screening. ABC Police Department agrees that it shall keep all information released by the applicant confidential. This report is the property of ABC Police Department.

This report is for the sole use of the intended recipient(s) and contains confidential information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact CEA or Computer Employment Applications and destroy all copies of the original document.

APPLICANT NOTE: Before reading your entire report, please read the statement on the last page.
Note: Applicant responses, spelling and grammar are not altered, except where capitalization has been added to improve readability.

Interview ID: 98748
Computer interview initiated: 2009-09-08 09:20 AM
Company Name: ABC Police Department
Position applied for: Police Officer

APPLICANT INFORMATION

Last name: Doe
First name: John
Middle name:

Address: 123 Main Street
City: Chicago
State: Illinois
Zip code: 60634
Apartment or building #: * Not Provided *
Country: United States of America

Applicant indicated that for purposes of checking employment, education, and/or criminal history, he/she has used no other name(s).

Phone number:
Mobile Phone number:
Alternate phone number: * Not Provided *

EMPLOYER INFORMATION

Employer: ABC Police Department

Location: ABC, Illinois

Position applied for: Police Officer

Previous experience as a Police Officer: none as of yet

Previous related experience: none as of yet

Special Skill: Computer Skills

Applicant's comments about skill:

"I have been using a computer from grammar school until now. I have had classes in high school as well as college that have allowed me to understand how certain programs operate on the computer. These classes have allowed me to use and understand microsoft office, how to close certain programs if a computer were to freeze or run slow, or even browse the internet. "

Special Skill: Typing

Applicant's comments about skill:

"I began taking a typing class my freshman year of high school. The class lasted about fifteen weeks or so, and it drastically improved my typing skills. I became comfortable with the keyboard and finally began to place my fingers in the correct places. I have also continued typing throughout my college career. Almost every class I had in college required me to type papers, homework, or notes. This has made typing easier for me over the years."

Applicant's description of other special skill:

Skill title: Communication

Skill description:

"I believe this skill is very important in the field of Law Enforcement. When I meet new people I am very friendly, and I like to get to know them and I like to find ways to start up a conversation. This avoids any awkward silence, or tension that may be in the atmosphere. I had taken a speech class at a college near my house and passed with an A, this helped motivate me to be more active with people, and to begin conversations."

Plans for working: full-time

Applicant would be available for work in: immediately

Applicant will not have more than one job.

Applicant does not know how long he/she will be working.

EDUCATION

Highest level of education completed: 3 years of college

Highest degree: associate's

Field: Law Enforcement

College: Illinois University

City:

State: Illinois

Year: 2008

MILITARY SERVICE

Applicant has not served in the military.

JOB HISTORY (SINCE 2004-09-08)

Applicant indicated that he/she was never employed at ABC Police Department.

Applicant has been unemployed for 2 months.

Previous jobs:

1) Employer: YYY Park District

Address:

City: Chicago

State: Illinois

Zip Code: 60634

Phone #: * Not Provided *

Job position: Recreation Leader

Duties:

"My job duties were to watch over the group of children. I was responsible for seven children who were 4-5 years old. Then on Friday I would help another group of 6-7 year old children. I would take them out into the field and play with them in the playground, or play all sorts of sporting activities with them as well."

Salary: \$10.79 Hourly

Date started: June 17, 2009

Date finished: July 31, 2009

Approximate time at job: 1 month

Days missed from work: 0 (See following note on absenteeism)

Times late for work: 0 (See following note on absenteeism)

Notice: Applicant gave no notice he/she was leaving.

Reason for no notice: This was a seasonal job, it lasted only about a month. Therefore, no notice was needed..

Reasons for departure:

- 1) returned to school
- 2) the job was seasonal

Reference check: Applicant will allow a reference check.

Projected reference: excellent

Supervisor's name:

Larry

2) Employer: WV Film Corporation

Address: Walnut St.

City: Chicago

State: Illinois

Zip Code: * Not Provided *

Phone #: * Not Provided *

Job position: Production Assistant

Duties:

"I was responsible for cleaning up the back room as well as the studio. I would wash the dishes and place them in the correct spots when finished. I would also pick up clients and drop them off at their desired locations. There were also times when I would have to drive to pick up groceries or different items that they needed on set."

Salary: \$200.00 Daily

Date started: July 5, 2007

Date finished: August 15, 2007

Approximate time at job: 1 month

Days missed from work: 0 (See following note on absenteeism)

Times late for work: 0 (See following note on absenteeism)

Notice: Applicant gave 2 weeks notice he/she was leaving.

Reasons for departure:

- 1) returned to school

Reference check: Applicant will allow a reference check.

Projected reference: excellent

Supervisor's name:

Tom

3) Employer: Grocery Chain

Address:

City: Chicago

State: Illinois

Zip Code: 60634

Phone #: * Not Provided *

Job position: Bagger/Cashier/Stock

Duties:

"I began Grocery Chain as a bagger, where I would just bag the items for the customer. However, I was then promoted to cashier. At this position, I would scan the groceries or other items as well as type in certain codes. After a year I was promoted to stock, this is where I organized, built, and cleaned displays and shelves. I would also clean up the back room and organize it as well. Whenever groceries began to run low on the shelves, I would go into the back and refill them."

Salary: \$9.70 Hourly

Date started: January 4, 2004

Date finished: July, 2007

Approximate time at job: 3 years 6 months

Days missed from work: 0 (See following note on absenteeism)

Times late for work: 0 (See following note on absenteeism)

Notice: Applicant gave 2 weeks notice he/she was leaving.

Reasons for departure:

- 1) returned to school
- 2) the job was seasonal

Reference check: Applicant will allow a reference check.

Projected reference: excellent

Supervisor's name:
Beth

Applicant denied having any other employers in last five years.

UNEXCUSED ABSENTEEISM: last five years.

Applicant missed a total of 0 days of work.

(This and the days missed for each job only includes days on which the applicant was supposed to be at work but was not, and does not include days missed due to being sick, ill, or company-approved time off, such as vacations, holidays, military leaves, maternity/family leave, jury duty, and other approved leaves of absence.)

Applicant was late for work a total of 0 times in last five years.

Applicant denied missing any days of work due to consumption of alcoholic beverages in last five years.

Applicant denied ever being late for work due to consumption of alcoholic beverages in last five years.

Applicant denied ever consuming alcoholic beverages on the job during work hours and against company policy in last five years.

Applicant's comments on the job history section: None

DRIVING BACKGROUND

Applicant indicated that the applied for position does involve driving.

Applicant's driver's licenses:

- 1) Type of license:** regular driver's license
License issued by: Illinois
License number: 9999-XYZ-ABCD
Expiration date: 12-22-2013
Applicant indicated his/her license is valid.

Applicant denied receiving any speeding tickets in last three years

Applicant denied having any alcohol-related driving convictions in last five years.

- 1) Applicant's driver's license was:** suspended
Date at time license was suspended: December, 2007
Length of time license was suspended: 1 year
Age at time license was suspended: adult
Reason license was suspended:

"I was arrested by the police in November of 2007, at the time of the arrest, the officer asked me if I had my ID on me. I replied, " Yes it is in my pocket", and when he grabbed my wallet, the other person's drivers license was right in the front. This was used to get into the bars at my college. So he then took the ID and then grabbed my actual drivers license. After the court date, I had found out that my license had been suspended for a year, and I was placed on one year probation as well. "

Applicant denied having his/her driver's license suspended or revoked any other times for any reason in last five years.

THEFT OF MERCHANDISE FROM JOBS

Theft of merchandise from a job:

Applicant indicated he/she has taken merchandise from an employer in last five years.

Most expensive item taken from job in last five years: about \$7.00

Item description: I had taken food to eat during break when i worked at Grocery Chain

Last time took one of these items: two and a half years ago

Employer from whom item was taken: Grocery Chain

Number of these items taken: ten

Applicant has also taken other items from jobs in last five years that have a total value of: about \$100.00

These Items include:

Candy Eaten at Work

Theft of merchandise from a job:

Most expensive item taken from job in last five years: about \$8.00

Item description: This would be the food that was taken from Grocery Chain

Last time took one of these items: two and a half years ago

Employer from whom item was taken: Grocery Chain

Number of items taken in last five years: ten

Value of other items taken: about \$30.00

Description of these items:

When I was working at Grocery Chain we had a machine that would give the change back to the customer. On a few occasions I had noticed that the customer had forgotten their change and I took it to use for myself.

THEFT OF MONEY FROM JOBS

Applicant has handled money at the following jobs in last five years:
Grocery Chain

Applicant has borrowed money from a job without owner consent in last five years.

Keeping company money which was collected from customers: in last five years.

Frequency: about 10 times

Total amount kept: about \$30

Largest amount kept: about \$5, taken two and a half years ago

Job at which this occurred: Grocery Chain

Last time kept money: about \$5 two and a half years ago

SHOPLIFTING

Applicant indicated he/she has shoplifted in last five years.

Removal of merchandise

Last time applicant removed merchandise from a store: four years ago

Type of merchandise removed: A shirt
Name of store: American BBB
Estimated value of the removed merchandise: about \$15

Removal of merchandise: in last five years.

Number of thefts:
about 2 times in last five years
Value of merchandise taken in this time: about \$30

Comment on the removal of merchandise:

I was in high school and I had entered into a store after I had purchased items from another store. I had my bags from the other store, and I put the t-shirt into the bag from the other store. This was done twice in the last five years. It was from the same store.

SHOPLIFTING, not convicted

Frequency: about 2 times
Total value of merchandise: about \$30
Last time shoplifted: four years ago
Last item shoplifted: t-shirts
Store shoplifted from: American BBB

USE OF DRUGS ILLEGALLY

USE OF: marijuana

Last time used marijuana: 3 and a half years ago

Applicant use of marijuana:

in the last 4 years : three times
in the last 5 years : three times
in the last 6 years : three times
in the last 8 years : about ten times
in the last 11 years : about ten times
in the last 15 years : about ten times
in his/her lifetime: about ten times

USE OF: oxycontin

Last time used oxycontin: 4 years ago

ILLEGAL DRUGS AT WORK

Applicant denied any work-related possession of drugs in last five years

BUYING/SELLING DRUGS ILLEGALLY

Applicant indicated he/she has bought the following drug(s) illegally in his/her lifetime:

- 1) Purchase of:** "testosterone enanthate"
Last time bought: 1 year ago
Most recent quantity: about 6 uses
Largest quantity bought: about 6 uses

Applicant indicated he/she bought "testosterone enanthate":

in the last 2 years : one time
in the last 3 years : one time
in his/her lifetime: one time

2) Purchase of: "dianabol"

Last time bought: 1 year ago
Most recent quantity: 21 to 40 tablets
Largest quantity bought: 21 to 40 tablets

Applicant indicated he/she bought "dianabol":

in the last 2 years : one time
in the last 3 years : one time
in his/her lifetime: one time

Applicant denied buying any other drugs illegally in in his/her lifetime:

Applicant denied ever selling any drugs illegally in his/her lifetime

Applicant denied growing any marijuana plants in his/her lifetime

JOB SUSPENSIONS & WRITTEN REPRIMANDS

Applicant denied receiving any suspensions (for violating a employer policy) in last five years.

Applicant denied receiving any written warnings (for violating a employer policy) in last five years.

CRIMES

Applicant will allow a criminal history check.

Applicant has been convicted in his/her lifetime.

NOTE: States with fair employment laws prohibits an employer from refusing to hire a person with a conviction record unless the circumstances of the conviction substantially relate to the job in question.

Most recent conviction:

1) Conviction was for: possessing a drivers license that was not mine

Date of conviction: 2 years ago

Age at time of the conviction: Adult

Location of conviction: Nice County, Illinois

Amount of fine: Low

Length of probation: 1 year

Comment about conviction:

This is the same incident I mentioned earlier. I was arrested for being in a fight in November of 2007. When I was arrested they found a drivers license of a friend of mine in my wallet. This is what I was charged for in court, the battery charge was dismissed as well as consumption of alcohol by a minor.

Applicant denied being convicted of anything else in his/her lifetime.

Applicant was with someone who committed an undetected serious act of misconduct in his/her lifetime.

1) Type of serious misconduct: Vandalism
Age at time of misconduct: Minor

Explanation of what other person did:

They were graffitiing on a building, and I was with them while it was occurring.

Explanation of what applicant did:

I was standing to the side of them, I had been involved in this type of activity as well when I was in grammar school, and this is when it was taking place.

Estimated value of property involved (per misconduct): * Not Provided *

Estimated sum of damage (per misconduct): * Not Provided *

Additional comments on misconduct:

None

Number of times applicant involved in above misconduct (whether caught or not caught):
three times

Applicant denied being with someone who committed an undetected serious act of misconduct any other times in his/her lifetime.

Applicant committed a serious act of misconduct on his/her own without getting caught in his/her lifetime.

1) Type of serious misconduct: Battery
Age at time of misconduct: Adult

Explanation of what applicant did:

Two years ago in November of 2007 I was involved in a fight, which I mentioned earlier in this process. I was charged with battery, however it was dismissed in court.

Estimated value of property involved (per misconduct): * Not Provided *

Estimated sum of damage (per misconduct): * Not Provided *

Additional comments on misconduct:

None

Number of times applicant involved in above misconduct (whether caught or not caught):
four times

2) Type of serious misconduct: Vandalism
Age at time of misconduct: Minor

Explanation of what applicant did:

As mentioned before, I was involved in spray painting on a building in grammar school.

Estimated value of property involved (per misconduct): * Not Provided *

Estimated sum of damage (per misconduct): * Not Provided *

Additional comments on misconduct:

None

Number of times applicant involved in above misconduct (whether caught or not caught):
three times

Applicant denies having any charges pending against him/her now in a court of law.

Applicant denied buying merchandise which he/she knew (or believed) was stolen in last five years.

Applicant denied selling merchandise which he/she knew (or believed) was stolen in last five years.

Applicant denied ever giving an official money, merchandise, gift, or favor in return for not receiving a ticket (for breaking a law).

MISCELLANEOUS

Applicant comments about the CEA interview:

None.

Applicant indicated that no modifications were needed for any sections of the interview.

Applicant indicated that all questions asked in the CEA computer interview were answered truthfully.

Applicant gave CEA, Inc. permission to release to ABC Police Department any information, even if unfavorable, about him or herself derived from all prior interviews or background checks.

Applicant has not been interviewed by Computer Employment Applications before.

**Applicant agrees to allow the release of information herein to ABC Police Department.
Computer interview ended: 2009-09-08 11:06 AM**

(C) Copyright 2008-2010
Richard J. Phannenstill
All Rights Reserved
License #0000A

SIGNATURE SHEET

Applicant Statement

I hereby represent that all the information provided by me in response to the questions set forth in the pre-employment CEA computer interview is true and correct as of the date hereof. I understand that any false information, misrepresentation or omission of material facts made during any part of the selection process is grounds for refusal to hire or for termination if employed. I do allow that the computer interview report and information provided herein may be disclosed to ABC Police Department.

ABC Police Department
Official Use Only

John Doe
98748

Most of the information contained in your printed CEA report was confirmed by you during the actual interview. Please read carefully all the pages of this report and make any corrections. Sign your name next to all changes made. Please check only one of the following:

_____ No corrections made.

_____ Corrections were made.

DATE: _____

TIME: _____ A.M./P.M.

SIGNED: _____

John Doe

Computer Employment Applications Applicant Report

Computer Employment Applications [TM]
4811 S 76th St
Milwaukee, WI 53220
(C) Copyright 1989-2010 - Richard J. Phannenstill
All Rights Reserved

IMPORTANT

The applicant has authorized that information contained herein is to be released solely to ABC Fire Department for purposes of employment screening. ABC Fire Department agrees that it shall keep all information released by the applicant confidential. This report is the property of ABC Fire Department.

This report is for the sole use of the intended recipient(s) and contains confidential information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact CEA or Computer Employment Applications and destroy all copies of the original document.

APPLICANT NOTE: Before reading your entire report, please read the statement on the last page.
Note: Applicant responses, spelling and grammar are not altered, except where capitalization has been added to improve readability.

Interview ID: 98765
Interview Type: Standard Series 700 for Law Enforcement
Computer interview initiated: 2009-12-14 08:58 AM
Company Name: ABC Fire Department
Position applied for: Firefighter

APPLICANT INFORMATION

Last name: Doe
First name: Alex
Middle name:

Address: 456 Main Street
City: XXX
State: Illinois
Zip code: 60124
Apartment or building #: * Not Provided *
Country: United States of America

Applicant indicated that for purposes of checking employment, education, and/or criminal history, he/she has used no other name(s).

Phone number: * Not Provided *
Mobile Phone number: 224-XXX-XXXX

Alternate phone number: * Not Provided *

EMPLOYER INFORMATION

Employer: ABC Fire Department
Location: ABC, IL
Position applied for: Firefighter
Previous experience as a Firefighter: 1 year 9 months
Previous related experience: 1 year 9 months

Plans for working: full-time
Applicant would be available for work in: 1 month

Applicant will have more than one job.
Job at ABC Fire Department will be main job.

Applicant plans on working indefinitely (as long as possible).

EDUCATION

Highest level of education completed: 3 years of college credits

College: ABC Community College
City: ABC
State: Illinois
Last term completed: currently enrolled

Trade or training school attended:
Training facility: ABC Community College
Location: ABC, Illinois
Course of study: EMT-P
Last attended: Fall Term 2007
Course of study in progress.
Comment on finishing:
"None"

Trade or training school attended:
Training facility: DEF County College
Location: Illinois
Course of study: Firefighter II Academy
Last attended: Spring Term 2008
Completed course of study.
Comment on finishing:
"None"

MILITARY SERVICE

Applicant has not served in the military.

JOB HISTORY (SINCE 2004-12-14)

Applicant indicated that he/she was never employed at ABC Fire Department.

Present job:

1) Employer: XXX Fire Protection District

Address:

City:

State: Illinois

Zip Code:

Phone #:

Job position: Firefighter/EMT-B

Duties:

"* Not Provided *"

Salary: \$11.48 Hourly

Date started: March, 2008

Presently employed at this location.

Approximate time at job so far: 1 year 6 months

Days missed from work: 0 (See following note on absenteeism)

Times late for work: 0 (See following note on absenteeism)

Days missed from work due to consumption of alcoholic beverages: 0

Times late for work due to consumption of alcoholic beverages: 0

Plans if hired: undecided, depends on the following factors

1) other

Description of other factor:

This decision depends if it is allowed by both departments and their respective unions. I understand that I will most likely not be allowed to continue working at XXX Fire Department during my probationary period at ABC Fire Dept.

Reference check: Applicant will allow a reference check.

Projected reference: excellent

Supervisor's name:

Assistant Chief Bob XXX

Previous jobs:

2) Employer: Management Company

Address:

City: Carpentersville

State: Illinois

Zip Code: 60110

Phone #:

Job position: Maintenance

Duties:

"My partner and I performed general maintenance for the apartment complex. We also played a big role in the remodeling of apartments (drywall, flooring, plumbing, and electrical)."

Salary: 14.00 Hourly

Date started: June, 2006

Date finished: December, 2007

Approximate time at job: 1 year 6 months

Days missed from work: 0 (See following note on absenteeism)

Times late for work: 2 (See following note on absenteeism)
Days missed from work due to consumption of alcoholic beverages: 0
Times late for work due to consumption of alcoholic beverages: 0

Type of departure: applicant quit but says Management Company would say he or she was fired.
Notice: Neither party was given notice that applicant was leaving Management Company.

Reason for no notice:

My partner that I previously mentioned was the owner's son. This was a spur of the moment decision to quit, no notice was given..

Reasons for departure:

1) a disagreement/argument with the owner

the applicant said the reason for the disagreement/argument was:

"In this case, I had to take a state test for hazardous materials operations. I had requested the day off, but came in because they needed me. When my partner said that he would be attending a contractor's lunch at the local paint store I said I was going to leave because I wanted to get ready for my test. My partner then said that if I leave I would be fired. I left, and consider it quitting. I also would consider this a scheduling conflict more than a arguement/disagreement."

Who the disagreement was with: a fellow employee

Reference check: Applicant will allow a reference check.

Projected reference: both favorable and unfavorable

Projected favorable comments:

"Hard worker, able to do/complete many jobs"

Projected unfavorable comments:

"The terms of my leaving"

Person who would give unfavorable comments:

Paul

3) Employer: Heating & Air Conditioning Company

Address:

City: Ft. Collins

State: Colorado

Zip Code: * Not Provided *

Phone #:

Job position: HVAC installer

Duties:

"My partner and I installed the components of heating, air conditioning, and venting systems in new construction houses and businesses."

Salary: 11.00 Hourly

Date started: May, 2005

Date finished: April, 2006

Approximate time at job: 11 months

Days missed from work: 0 (See following note on absenteeism)

Times late for work: 0 (See following note on absenteeism)

Days missed from work due to consumption of alcoholic beverages: 0

Times late for work due to consumption of alcoholic beverages: 0

Type of departure: applicant and Heating & Air Conditioning Company had a mutual agreement for the applicant to leave

Notice: Applicant and Heating & Air Conditioning Company mutually agreed on less than 1 day notice.

Reasons for departure:

2) a disagreement/argument with the owner

the applicant said the reason for the disagreement/argument was:

"This was not necessarily a disagreement or argument either, but the owner of the company treated me with great disrespect simply because of where I parked a company vehicle."

Who the disagreement was with: the owner

Reference check: Applicant will allow a reference check.

Projected reference: favorable

Supervisor's name:

Mike

4) Employer: Restaurant

Address:

City: Greeley

State: Colorado

Zip Code: * Not Provided *

Phone #:

Job position: Restaurant server

Duties:

"Wait on tables"

Salary: 2.13 Hourly

Date started: June, 2003

Date finished: May, 2005

Approximate time at job: 1 year 6 months

Days missed from work: 0 (See following note on absenteeism)

Times late for work: 3 (See following note on absenteeism)

Days missed from work due to consumption of alcoholic beverages: 1

Times late for work due to consumption of alcoholic beverages: 2

Notice: Applicant gave 2 weeks notice he/she was leaving.

Reasons for departure:

1) to take a different job

2) "I left the Restaurant to begin working at Heating & Air Conditioning Company"

Reference check: Applicant will allow a reference check.

Projected reference: excellent

Supervisor's name:

Ted

5) Employer: Mexican Restaurant

Address:

City: Ft. Collins

State: Colorado

Zip Code: * Not Provided *

Phone #:

Job position: Restaurant server

Duties:

"Wait on tables"

Salary: \$2.13 Hourly

Date started: May, 2004

Date finished: May, 2005

Approximate time at job: 1 year

Days missed from work: 0 (See following note on absenteeism)

Times late for work: 1 (See following note on absenteeism)

Days missed from work due to consumption of alcoholic beverages: 0

Times late for work due to consumption of alcoholic beverages: 0

Notice: Applicant gave 2 weeks notice he/she was leaving.

Reasons for departure:

- 1) to take a different job
- 2) "I left Mexican Restaurant to work at Heating & Air Conditioning Company"

Reference check: Applicant will allow a reference check.

Projected reference: excellent

Supervisor's name:

Judy

Applicant denied having any other employers in last five years.

UNEXCUSED ABSENTEEISM: last five years.

Applicant missed a total of 0 days of work.

(This and the days missed for each job only includes days on which the applicant was supposed to be at work but was not, and does not include days missed due to being sick, ill, or company-approved time off, such as vacations, holidays, military leaves, maternity/family leave, jury duty, and other approved leaves of absence.)

Applicant was late for work a total of 6 times in last five years.

Applicant missed a total of 1 day of work due to consumption of alcoholic beverages in last five years.

Applicant was late for work a total of 2 times due to consumption of alcoholic beverages in last five years.

Applicant denied ever consuming alcoholic beverages on the job during work hours and against company policy in last five years.

Applicant's comments on the job history section: None

DRIVING BACKGROUND

Applicant indicated that the applied for position does involve driving.

Applicant's driver's licenses:

1) Type of license: commercial driver's license (CDL)

License issued by: Illinois

License number: XXX

Expiration date: 03/2011

Applicant indicated his/her license is valid.

2) **Type of license:** regular driver's license
License issued by: Illinois
License number: XXX
Expiration date: 03/2011
Applicant indicated his/her license is valid.

3) **Type of license:** motorcycle license
License issued by: Illinois
License number: XXX
Expiration date: 03/2011
Applicant indicated his/her license is valid.

4) **Type of license:** regular driver's license
License issued by: Colorado
License number: * NOT PROVIDED *
Expiration date: 08/2006
Applicant indicated his/her license is no longer valid.

Applicant denied receiving any speeding tickets in last three years

Applicant denied having any alcohol-related driving convictions in last five years.

Applicant denied having his/her driver's license suspended or revoked for any reason in last five years.

THEFT OF MERCHANDISE FROM JOBS

Theft of merchandise from a job:

Applicant indicated he/she has taken merchandise from an employer in last five years.

Most expensive item taken from job in last five years: about \$5.00

Item description: "10 feet of 3 inch tin ventlation pipe"

Last time took one of these items: four years ago

Employer from whom item was taken: Heating & Air Conditioning Company

Number of these items taken: one

THEFT OF MONEY FROM JOBS

Applicant has handled money at the following jobs in last five years:

Applicant denied stealing any money from any jobs in last five years.

SHOPLIFTING

Applicant indicated he/she has shoplifted in last five years.

Removal of merchandise

Last time applicant removed merchandise from a store: two years ago

Type of merchandise removed: a bottle of wine from a restaurant

Name of store: do not know

Estimated value of the removed merchandise: about \$15

Removal of merchandise: in last five years.

Number of thefts:

just the 1 time mentioned in three years

just the 1 time mentioned in last five years

Value of merchandise taken in this time: about \$15

Comment on the removal of merchandise:

A stupid, intoxicated mistake on my behalf after a Valentine's day dinner/banquet I attended with friends.

SHOPLIFTING, not convicted

Frequency: about 1 time

Total value of merchandise: about \$15

Last time shoplifted: two years ago

Last item shoplifted: the bottle of wine

Store shoplifted from: do not know

USE OF DRUGS ILLEGALLY

USE OF: acid

Last time used acid: 10 years ago

Applicant use of acid:

in the last 10 years : zero times

in the last 11 years : three times

in the last 12 years : five times

in the last 14 years : five times

in his/her lifetime: five times

USE OF: mushrooms

Last time used mushrooms: 7 years ago

Applicant use of mushrooms:

in the last 7 years : zero times

in the last 8 years : four times

in the last 9 years : four times

in his/her lifetime: four times

USE OF: cocaine

Last time used cocaine: 3 and a half years ago

Applicant use of cocaine:

in the last 4 years : one time

in the last 5 years : one time

in the last 6 years : six times

in the last 8 years : seven times

in the last 11 years : seven times

in his/her lifetime: seven times

USE OF: marijuana

Last time used marijuana: 3 years ago

Applicant use of marijuana:

in the last 3 years : one time

in the last 4 years : two times

in the last 5 years : two times
in the last 7 years : about 50 times
in the last 10 years : about 500 times
in the last 14 years : about 800 times
in the last 19 years : about 800 times
in his/her lifetime: about 800 times

USE OF: ecstasy

Last time used ecstasy: 6 years ago

Applicant use of ecstasy:

in the last 6 years : zero times
in the last 7 years : two times
in the last 8 years : two times
in the last 10 years : five times
in the last 13 years : five times
in his/her lifetime: five times

USE OF: Nitrous oxide

Last time used Nitrous oxide: 10 years ago

ILLEGAL DRUGS AT WORK

Applicant denied any work-related possession of drugs in last five years

BUYING/SELLING DRUGS ILLEGALLY

Applicant indicated he/she has bought the following drug(s) illegally in his/her lifetime:

1) **Purchase of:** marijuana

Last time bought: 6 years ago
Most recent quantity: about 5 grams
Largest quantity bought: about 4 ounces

Applicant indicated he/she bought marijuana:

in the last 7 years : zero times
in the last 8 years : seven times
in the last 10 years : about 20 times
in the last 13 years : about 80 times
in the last 17 years : about 150 times
in the last life : about 150 times
in his/her lifetime: about 150 times

2) **Purchase of:** cocaine

Last time bought: 6 years ago
Most recent quantity: about 1 gram
Largest quantity bought: about 1 gram

Applicant indicated he/she bought cocaine:

in the last 7 years : zero times
in the last 8 years : one time
in the last 10 years : two times
in the last 13 years : four times

in the last 17 years : four times
in his/her lifetime: four times

3) Purchase of: ecstasy

Last time bought: 7 years ago
Most recent quantity: about 2 uses
Largest quantity bought: about 2 uses

Applicant indicated he/she bought ecstasy:

in the last 8 years : zero times
in the last 9 years : one time
in the last 11 years : two times
in the last 14 years : four times
in the last 18 years : four times
in his/her lifetime: six times

Applicant denied buying any other drugs illegally in in his/her lifetime:

Applicant indicated he/she has sold the following drug(s) illegally in his/her lifetime:

1) Sale of: marijuana

Last time sold: 11 years ago
Most recent quantity: about 8 ounces
Largest quantity sold: about 1 ounce
Applicant indicated he/she sold marijuana:
in the last 12 years : zero times
in the last 13 years : three times
in the last 15 years : about ten times
in the last 18 years : about ten times
in his/her lifetime: about ten times

Applicant denied selling any other drugs illegally in in his/her lifetime:

Applicant has grown marijuana plants in his/her lifetime.

Last time applicant grew marijuana plants: 12 years ago
Number of plants grown 12 years ago: four
Number of times marijuana plants grown: one time
Most number of marijuana plants grown: four

JOB SUSPENSIONS & WRITTEN REPRIMANDS

Applicant denied receiving any suspensions (for violating a employer policy) in last five years.

Applicant denied receiving any written warnings (for violating a employer policy) in last five years.

CRIMES

Applicant will allow a criminal history check.

Applicant has been convicted in his/her lifetime.

NOTE: States with fair employment laws prohibits an employer from refusing to hire a person with a conviction record unless the circumstances of the conviction substantially relate to the job in question.

Most recent conviction:

1) Conviction was for: Possession of marijuana

Date of conviction: more than 10 years ago

Age at time of the conviction: Minor

Location of conviction: ABC, Kane County, Illinois

Amount of fine: 300.00

Amount of community service: 40 to 49 hours

Length of probation: 1 year

Comment about conviction:

I was 17 years old, another one of my many stupid mistakes

Applicant denied being convicted of anything else in his/her lifetime.

Applicant was with someone who committed an undetected serious act of misconduct in his/her lifetime.

Applicant denies having any charges pending against him/her now in a court of law.

Applicant denied buying merchandise which he/she knew (or believed) was stolen in last five years.

Applicant denied selling merchandise which he/she knew (or believed) was stolen in last five years.

Applicant denied ever giving an official money, merchandise, gift, or favor in return for not receiving a ticket (for breaking a law).

MISCELLANEOUS

Applicant comments about the CEA interview:

None.

Applicant indicated that no modifications were needed for any sections of the interview.

Applicant indicated that all questions asked in the CEA computer interview were answered truthfully.

Applicant gave CEA, Inc. permission to release to ABC Fire Department any information, even if unfavorable, about him or herself derived from all prior interviews or background checks.

Applicant has not been interviewed by Computer Employment Applications before.

Applicant agrees to allow the release of information herein to ABC Fire Department.

Computer interview ended: 2009-12-14 10:46 AM

SIGNATURE SHEET

Applicant Statement

I hereby represent that all the information provided by me in response to the questions set forth in the pre-employment CEA computer interview is true and correct as of the date hereof. I understand that any false information, misrepresentation or omission of material facts made during any part of the selection process is grounds for refusal to hire or for termination if employed. I do allow that the computer interview report and information provided herein may be disclosed to ABC Fire Department.

Most of the information contained in your printed CEA report was confirmed by you during the actual interview. Please read carefully all the pages of this report and make any corrections. Sign your name next to all changes made. Please check only one of the following:

No corrections made.
 Corrections were made.
DATE: _____
TIME: _____ A.M./P.M.
SIGNED: _____

Alex Doe

Computer Employment Applications Applicant Report

Computer Employment Applications [TM]
4811 S 76th St
Milwaukee, WI 53220
(C) Copyright 1989-2010 - Richard J. Phannenstill
All Rights Reserved

IMPORTANT

The applicant has authorized that information contained herein is to be released solely to ABC Credit Union for purposes of employment screening. agrees that it shall keep all information released by the applicant confidential. This report is the property of ABC Credit Union.

This report is for the sole use of the intended recipient(s) and contains confidential information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact CEA or Computer Employment Applications and destroy all copies of the original document.

APPLICANT NOTE: Before reading your entire report, please read the statement on the last page.

Note: Applicant responses, spelling and grammar are not altered, except where capitalization has been added to improve readability.

Interview ID: 98763
Computer interview initiated: 2009-10-01 12:52 PM
Company Name: ABC Credit Union
Position applied for: Full Time Teller

APPLICANT INFORMATION

Last name: Doe
First name: Mary
Middle name:

Address: 789 Main Street
City: Chicago
State: Illinois
Zip code: 60615
Apartment or building #:
Country: United States of America

Applicant indicated that for purposes of checking employment, education, and/or criminal history, he/she has used no other name(s).

Phone number: 773-XXX-XXXX
Mobile Phone number: 773-XXX-XXXX
Alternate phone number: 972-XXX-XXXX

EMPLOYER INFORMATION

Employer: ABC Credit Union

Location: Chicago, IL

Position applied for: Full Time Teller

Previous experience as a Full Time Teller: none as of yet

Previous related experience: 1 year 3 months

Special Skill: Computer Skills

Applicant's comments about skill:

"I am proficient in both PC and Mac operating systems, including their respective Microsoft Office Applications and Apple Works Applications. I have been fully educated on them throughout my recently completed school career with the most updated instruction and use of the computer types."

Special Skill: Word Processing

Applicant's comments about skill:

"I have extensive experience with Word Processing as a child of the Information age. The large majority of all of my school assignments were executed in this form, so I am not only practically knowledgeable of the skill set, but I am well practiced in Word Processing as well."

Special Skill: Typing

Applicant's comments about skill:

"At my last job I was a full time Data Entry Operator. To qualify for the position, a KSPH of 8,500 was required. Over the course of the 9 months I was employed in the position, my KSPH grew to 14,000 through nightly experience and a mandatory supplemental typing course called Keynomics. This course qualified me as both a proficient freestyle Keyer and a disciplined Typist."

Applicant's description of other special skill:

Skill title: Customer Service

Skill description:

"From my retail experience, to my Assistant Manager experience in financial Collections, I have attentive and sincere Customer Skills that have been tried through both good and bad scenarios."

Applicant's description of other special skill:

Skill title: Money Handling

Skill description:

"In my position as Assistant Manager at the Currency Exchange, one of my daily duties was to make bank runs and facilitate the counting and distributing of cash to the loan officers in the store under my own management and supervision. This was a duty that I took very seriously and enjoyed being successful in as it attested to my strong integrity and self starting skills."

Plans for working: full-time

Applicant would be available for work in: tomorrow

Applicant will not have more than one job.

Applicant plans on working indefinitely (as long as possible).

EDUCATION

Highest level of education completed: 4 years of college

Highest degree: Bachelor's
Field: Marketing/Advertising
College: XXX College
City: Chicago
State: Illinois
Year: 2009

Comment concerning education:

"I was a member of the Dean's List four out of six semesters that I attended XXX College. During my senior year I took 30 credit hours while working a 3rd shift 35 hr/wk job. I believe that these statements reflect my dedication to high performance and sincere diligence which are two highly important characteristics for a successful and trustworthy employee."

MILITARY SERVICE

Applicant has not served in the military.

JOB HISTORY (SINCE 2004-10-01)

Applicant indicated that he/she was never employed at ABC Credit Union.

Applicant has been unemployed for 3 months.

Previous jobs:

1) Employer: ABC Bank

Address: 123 S Dearborn
City: Chicago
State: Illinois
Zip Code: * Not Provided *
Phone #: * Not Provided *
Job position: Data Entry Operator
Duties:

"Data Entry and Verification of Lockbox information Clerical Mail handling when I was needed in the Mail-Out department as a sub"

Salary: \$14.00 Hourly

Date started: September 2, 2008

Date finished: June 12, 2009

Approximate time at job: 9 months

Days missed from work: 0 (See following note on absenteeism)

Times late for work: 15 (See following note on absenteeism)

Days missed from work due to consumption of alcoholic beverages: 0

Times late for work due to consumption of alcoholic beverages: 0

Notice: Applicant gave 3 weeks notice he/she was leaving.

Reasons for departure:

1) school ended

Reference check: Applicant will allow a reference check.

Projected reference: excellent
Supervisor's name:
Peggy

2) Employer: National Department Store

Address: Michigan Ave

City: Chicago

State: Illinois

Zip Code: * Not Provided *

Phone #: * Not Provided *

Job position: Sales Associate

Duties:

"Facilitated Sales objectives and customer service on behalf of the National Department Store brand"

Salary: \$10.00 Hourly

Date started: October, 2007

Date finished: December, 2007

Approximate time at job: 2 months

Days missed from work: 3 (See following note on absenteeism)

Times late for work: 3 (See following note on absenteeism)

Days missed from work due to consumption of alcoholic beverages: 0

Times late for work due to consumption of alcoholic beverages: 0

Type of departure: applicant was allowed to resign instead of being fired.

Notice: Applicant gave 2 weeks notice he/she was leaving.

Reasons for departure:

1) a disagreement/argument with the owner

the applicant said the reason for the disagreement/argument was:

"I needed to go home to Dallas unexpectedly for an extended period of time and I was rudely accosted by management for even making such a request. I quit as a result."

Who the disagreement was with: the supervisor

Reference check: Applicant will allow a reference check.

Projected reference: do not know

Supervisor's name:

* Not Provided *

3) Employer: ABC Bank (assigned here by a staffing agency)

Address: * Not Provided *

City: Dallas

State: Texas

Zip Code: * Not Provided *

Phone #: 214-XXX-XXXX

Job position: Fraud Claims Analyst

Duties:

"I monitored customer accounts, credited back fraudulent charges below \$25, closed lost or stolen bank cards, and other internal administrative duties for Chase's Fraud department."

Salary: \$15.25 Hourly

Date started: June, 2007

Date finished: August, 2007

Approximate time at job: 3 months

Days missed from work: 0 (See following note on absenteeism)

Times late for work: 1 (See following note on absenteeism)

Days missed from work due to consumption of alcoholic beverages: 0

Times late for work due to consumption of alcoholic beverages: 0

Notice: Applicant gave 2 weeks notice he/she was leaving.

Reasons for departure:

- 1) returned to school
- 2) moved

Reference check: Applicant will allow a reference check.

Projected reference: favorable

Supervisor's name:

Faith

4) Employer: ABC Bank (assigned here by a staffing agency)

Address: * Not Provided *

City: Dallas

State: Texas

Zip Code: * Not Provided *

Phone #: 214-XXX-XXXX

Job position: Fax analyst

Duties:

"I handled and delivered time sensitive faxes and ABC's foreign currency exchange/stock and bonds department."

Salary: \$11.00 Hourly

Date started: June, 2006

Date finished: August, 2006

Approximate time at job: 3 months

Days missed from work: 0 (See following note on absenteeism)

Times late for work: 0 (See following note on absenteeism)

Days missed from work due to consumption of alcoholic beverages: 0

Times late for work due to consumption of alcoholic beverages: 0

Notice: Applicant gave 2 weeks notice he/she was leaving.

Reasons for departure:

- 1) returned to school

Reference check: Applicant will allow a reference check.

Projected reference: excellent

Supervisor's name:

Lynn

5) Employer: ABC Bank (assigned here by a staffing agency)

Address: *Not Provided*

City: Dallas

State: Texas

Zip Code: * Not Provided *

Phone #: 214-XXX-XXXX

Job position: Data entry

Duties:

"I updated ABC Bank's corporate loan database with a special internal software."

Salary: \$11.00 Hourly

Date started: June, 2006

Date finished: July, 2006

Approximate time at job: 1 month

Days missed from work: 0 (See following note on absenteeism)

Times late for work: 0 (See following note on absenteeism)

Days missed from work due to consumption of alcoholic beverages: 1

Times late for work due to consumption of alcoholic beverages: 0

Notice: Applicant gave 2 weeks notice he/she was leaving.

Reasons for departure:

1) return to school

Reference check: Applicant will allow a reference check.

Projected reference: excellent

Supervisor's name:

* Not Provided *

6) Employer: National Jewelry Store Chain

Address: * Not Provided *

City: Dallas

State: Texas

Zip Code: * Not Provided *

Phone #: * Not Provided *

Job position: Sales Associate

Duties:

"Sales and Customer Service"

Salary: \$7.00 Hourly

Date started: April, 2006

Date finished: August, 2006

Approximate time at job: 4 months

Days missed from work: 1 (See following note on absenteeism)

Times late for work: 4 (See following note on absenteeism)

Days missed from work due to consumption of alcoholic beverages: 0

Times late for work due to consumption of alcoholic beverages: 0

Notice: Applicant gave 2 weeks notice he/she was leaving.

Reasons for departure:

1) returned to school

2) moved

Reference check: Applicant will allow a reference check.

Projected reference: favorable

Supervisor's name:

Jill

7) Employer: XXX Store

Address: * Not Provided *

City: Dallas

State: Texas

Zip Code: * Not Provided *

Phone #: * Not Provided *

Job position: Sales Associate

Duties:

"Sales and Customer Service"

Salary: \$5.50 Hourly

Date started: December, 2005

Date finished: April, 2006

Approximate time at job: 4 months

Days missed from work: 0 (See following note on absenteeism)

Times late for work: 3 (See following note on absenteeism)

Days missed from work due to consumption of alcoholic beverages: 0

Times late for work due to consumption of alcoholic beverages: 1

Notice: Applicant gave 2 weeks notice he/she was leaving.

Reasons for departure:

1) needed higher pay

Reference check: Applicant will allow a reference check.

Projected reference: favorable

Supervisor's name:

Mary

8) Employer: XYZ Currency Exchange

Address: * Not Provided *

City: Dallas

State: Texas

Zip Code: * Not Provided *

Phone #: * Not Provided *

Job position: Assistant Manager

Duties:

"Facilitated Collections, Bank runs, money handling, store upkeep, and customer service"

Salary: \$8.00 Hourly

Date started: June, 2005

Date finished: August, 2005

Approximate time at job: 2 months

Days missed from work: 2 (See following note on absenteeism)

Times late for work: 3 (See following note on absenteeism)

Days missed from work due to consumption of alcoholic beverages: 0

Times late for work due to consumption of alcoholic beverages: 0

Notice: Applicant gave 2 weeks notice he/she was leaving.

Reasons for departure:

1) returned to school

Reference check: Applicant will allow a reference check.

Projected reference: excellent

Supervisor's name:

* Not Provided *

9) Employer: ABC Radio Station

Address: * Not Provided *

City: Chicago

State: Illinois

Zip Code: * Not Provided *

Phone #: * Not Provided *

Job position: Ad Sales Intern

Duties:

"I interned under the Local Sales Manager for Radio Station. My duties included cold-calling, administrative work, presentation design and execution, data analysis"

Salary: \$2000 Stipend (time period not provided)

Date started: June, 2008

Date finished: August, 2008

Approximate time at job: 2 months

Days missed from work: 1 (See following note on absenteeism)

Times late for work: 2 (See following note on absenteeism)

Days missed from work due to consumption of alcoholic beverages: 1

Times late for work due to consumption of alcoholic beverages: 0

Notice: Applicant and Radio Station mutually agreed on 1 week notice.

Reasons for departure:

1) the job ended

Reference check: Applicant will allow a reference check.

Projected reference: excellent

Supervisor's name:

Jeanette

10) Employer: Temp Agency

Address: * Not Provided *

City: Chicago

State: Illinois

Zip Code: * Not Provided *

Phone #: * Not Provided *

Job position: Presenter

Duties:

"Set up company booth and explained product benefits"

Salary: \$13.00 Hourly

Date started: September, 2009

Date finished: September, 2009

Approximate time at job: less than 1 week

Days missed from work: 0 (See following note on absenteeism)

Times late for work: 0 (See following note on absenteeism)

Days missed from work due to consumption of alcoholic beverages: 0

Times late for work due to consumption of alcoholic beverages: 0

Notice: Applicant and Temp Agency mutually agreed on less than 1 day notice.

Reasons for departure:

1) the job ended

Reference check: Applicant will allow a reference check.

Projected reference: favorable

Supervisor's name:

* Not Provided *

Applicant denied having any other employers in last five years.

UNEXCUSED ABSENTEEISM: last five years.

Applicant missed a total of 7 days of work.

(This and the days missed for each job only includes days on which the applicant was supposed to be at work but was not, and does not include days missed due to being sick, ill, or company-approved time off, such as vacations, holidays, military leaves, maternity/family leave, jury duty, and other approved leaves of absence.)

Applicant was late for work a total of 31 times in last five years.

Applicant missed a total of 2 days of work due to consumption of alcoholic beverages in last five years.

Applicant was late for work a total of 1 time due to consumption of alcoholic beverages in last five years.

Applicant denied ever consuming alcoholic beverages on the job during work hours and against company policy in last five years.

Applicant's comments on the job history section: None

DRIVING BACKGROUND

Applicant indicated that the applied for position does not involve driving.

THEFT OF MERCHANDISE FROM JOBS

Theft of merchandise from a job:

Applicant indicated he/she has taken merchandise from an employer in last five years.

Most expensive item taken from job in last five years: about \$4.00

Item description: It was a costume jewelry metal ring decorated with faux pearl like paint worth about \$4.00.

Last time took one of these items: three and a half years ago

Employer from whom item was taken: National Jewelry Store

Number of these items taken: one

THEFT OF MONEY FROM JOBS

Applicant has handled money at the following jobs in last five years:

Applicant denied stealing any money from any jobs in last five years.

SHOPLIFTING

Applicant denied shoplifting in last five years.

USE OF DRUGS ILLEGALLY

USE OF: marijuana

Last time used marijuana: yesterday

Applicant denied using any other drugs without prescription in his/her lifetime.

ILLEGAL DRUGS AT WORK

Applicant denied any work-related possession of drugs in last five years

BUYING/SELLING DRUGS ILLEGALLY

Applicant indicated he/she has bought the following drug(s) illegally in his/her lifetime:

1) Purchase of: marijuana

Last time bought: 1 month ago

Most recent quantity: about one-quarter gram

Largest quantity bought: about 2 grams

Applicant indicated he/she bought marijuana:

in the last 3 months : three times

in the last 6 months : seven times

in the last 1 year : about 18 times

in the last 2 years : about 20 times

in the last 3 years : about 20 times

Applicant denied buying any other drugs illegally in the last seven years:

Applicant denied ever selling any drugs illegally in the last seven years

JOB SUSPENSIONS & WRITTEN REPRIMANDS

Applicant denied receiving any suspensions (for violating a employer policy) in last five years.

Last time applicant received a written reprimand in last five years was 4 months ago.

1) Job: ABC Bank

Reason for written reprimand: late for work repeatedly

Written reprimand was received: 1 month before work ended

Length of time at job: 9 months

Person giving written reprimand: Tanya

Position of person giving written reprimand: Team Lead

Number of written reprimands for above reason: one time

Applicant denied receiving any other written reprimands in last five years.

CRIMES

Applicant will allow a criminal history check.

Applicant denied being convicted of anything (misdemeanor, felony, etc.) in the last seven years.
[Convictions would not include minor traffic violations and/or pardons.]

Applicant denied committing any undetected serious act of misconduct in the last seven years.

Applicant denies having any charges pending against him/her now in a court of law.

Applicant denied buying merchandise which he/she knew (or believed) was stolen in last five years.

Applicant denied selling merchandise which he/she knew (or believed) was stolen in last five years.

MISCELLANEOUS

Applicant comments about the CEA interview:

I've enjoyed the opportunity to be completely honest in applying for this position. And whether my honest answers disqualify me for consideration or not, to my full knowledge, ALL of the statements here are honest and true.

Applicant indicated that no modifications were needed for any sections of the interview.

Applicant indicated that all questions asked in the CEA computer interview were answered truthfully.

Applicant gave CEA, Inc. permission to release to ABC Credit Union any information, even if unfavorable, about him or herself derived from all prior interviews or background checks.

Applicant has not been interviewed by Computer Employment Applications before.

Applicant agrees to allow the release of information herein to ABC Credit Union.

Computer interview ended: 2009-10-01 02:52 PM

(C) Copyright 2008-2010
Richard J. Phannenstill
All Rights Reserved
License #0000A

SIGNATURE SHEET

Applicant Statement

I hereby represent that all the information provided by me in response to the questions set forth in the pre-employment CEA computer interview is true and correct as of the date hereof. I understand that any false information, misrepresentation or omission of material facts made during any part of the selection process is grounds for refusal to hire or for termination if employed. I do allow that the computer interview report and information provided herein may be disclosed to ABC Credit Union.

Most of the information contained in your printed CEA report was confirmed by you during the actual interview. Please read carefully all the pages of this report and make any corrections. Sign your name next to all changes made. Please check only one of the following:

_____ No corrections made.
_____ Corrections were made.
DATE: _____
TIME: _____ A.M./P.M.
SIGNED: _____

Mary Doe

Fees

CEA's Pre-employment Interactive Web Computer Interview Program is available for use by your organization as per terms of a license agreement.

SOFTWARE LICENSE FEE (Series 600) FOR PRIVATE SECTOR

[For use by Businesses, Industry, and Non-Sworn Positions in Local, City and Government Agencies]

CEA Series 603

Fees for CEA's Pre-employment Background Interview for **Private Sector (Series 603 has a three year work history and related areas):**

<u>QUANTITY</u>	<u>FEE PER INTERVIEW</u>	<u>QUANTITY</u>	<u>FEE PER INTERVIEW</u>
Individually	\$66.00		
10 to 25	\$51.00	400 to 999	\$36.00
26 to 99	\$43.00	1,000 to 4,999	\$33.00
100 to 399	\$39.00	5,000 plus	\$31.00

CEA Series 605

Fees for CEA's Pre-employment Background Interview for **Private Sector (Series 605 has a five year work history and related areas):**

<u>QUANTITY</u>	<u>FEE PER INTERVIEW</u>	<u>QUANTITY</u>	<u>FEE PER INTERVIEW</u>
Individually	\$70.00		
10 to 25	\$55.00	400 to 999	\$40.00
26 to 99	\$47.00	1,000 to 4,999	\$38.00
100 to 399	\$43.00	5,000 plus	\$36.00

SOFTWARE LICENSE FEE (Series 700) FOR PUBLIC SAFETY

[Such as Police & Fire Departments, Paramedics, Sheriff, Corrections & Federal Agencies]

CEA Series 705

For Public Safety has a five-year work history and related areas:

<u>QUANTITY</u>	<u>FEE PER INTERVIEW</u>	<u>QUANTITY</u>	<u>FEE PER INTERVIEW</u>
Individually	\$80.00		
10 to 25	\$65.00	400 to 999	\$50.00
26 to 99	\$57.00	1,000 to 4,999	\$47.00
100 to 399	\$53.00	5,000 plus	\$45.00

CEA Series 707

CEA's Pre-employment Background Interview for Public Safety has a seven-year work history and related areas:

<u>QUANTITY</u>	<u>FEE PER INTERVIEW</u>	<u>QUANTITY</u>	<u>FEE PER INTERVIEW</u>
Individually	\$85.00		
10 to 25	\$70.00	400 to 999	\$55.00
26 to 99	\$62.00	1,000 to 4,999	\$52.00
100 to 399	\$58.00	5,000 plus	\$50.00

CEA Series 807

For U.S. Federal Government Agencies & Defense Contractors (available in 2010)

Fees for CEA's Background Interviews for Pre-employment hiring or for Security Clearances for use by Federal Agencies, Defense Contractors or other approved entities. CEA S-807 has a seven-year work history and many related areas similar to S.F.86.

<u>QUANTITY</u>	<u>FEE PER INTERVIEW</u>	<u>QUANTITY</u>	<u>FEE PER INTERVIEW</u>
Individually	\$90.00		
10 to 25	\$75.00	400 to 999	\$60.00
26 to 99	\$67.00	1,000 to 4,999	\$57.00
100 to 399	\$63.00	5,000 plus	\$55.00

CEA Series 201

Stand Alone Interview for Pre-employment Screening

The Series 201 interview is incorporated into CEA Series 600, S-700 and S-800 Interviews. However, if any organizations opts to only enhance their drug free work place program and significantly improve upon not hiring individuals involved in undetected criminal activities, CEA offers an optional stand alone Interview limited to an applicant's use of drugs illegally in the last two 2 years; other illegal drug activities; convictions and involvement in any undetected crimes during the last seven years.

QUANTITY FEE PER INTERVIEW

Individually	\$45.00
10 to 5,000	\$35.00
5,000 plus	\$33.00

Series 202

CEA's Financial Responsibility Interview (™) - Available in mid 2010

CEA's Financial Responsibility Interview can be used separately or in conjunction with CEA's Pre-Employment Interview System.

QUANTITY FEE PER INTERVIEW

Individually	\$32.00
10 to 5,000	\$22.00
5,000 plus	\$20.00

License Agreement available upon request. Fees (in US \$) and other information subject to changes without notice.

How to Order

To order CEA interviews or if you have any questions please call Richard Phannenstill at John E. Reid & Assoc. in Wisconsin at 414-281-2590 or in Chicago at 1-800-255-5747, ext. 44 or send him an e-mail at: cea@reid.com. Our fax number is 1-414-281-2808.

Customer Satisfaction Guarantee

John E. Reid & Associates and CEA, Inc. stands behind its quality interviewing products. If, for any reason, you are not fully satisfied with your initial order, you may cancel your unused interviews and receive a refund on the unused interviews within 45 days of the initial order. The initial order is the first order placed with John E. Reid & Associates/ CEA, Inc. No refunds on any unused interviews after 45 days. No refunds apply to any custom or multiple orders. All subsequent interviews ordered are non-refundable. Some restrictions apply. Tax, if applicable, is added to all orders. Fees and other information is subject to change without notice.

The CEA Computer Interview Software Programs referred to herein and in the Software License Agreement is the CEA Pre-employment Security Background Interview System [security version (2.0)] minus any questions or sections deleted at the request of Licensee and any additional or optional interview areas or systems added by CEA, Inc. and /or added at Licensee's request. License fees are not reduced if a client opts not to use interview area or questions(s).

Thank you for your interest.

If any questions, please call Richard Phannenstill at John E. Reid & Assoc. in Wisconsin at 414-281-2590 or in Chicago at 1-800-255-5747, ext. 44 or send him an e-mail at: cea@reid.com.

A Comparison of Computerized Interviewing of Job Applicants with a Personal Security Interview

Richard J. Phannenstill

Computer Employment Application, Inc.
Milwaukee, WI

Frank S. Horvath

School of Criminal Justice, Michigan State
University, East Lansing, MI

The purpose of this study was to compare the effectiveness of an automated computer-interview program (CEA™) with a personal security interview in collecting employment-related information from job applicants. A consecutive sample of 130 actual job applicants for a variety of employment positions was alternately assigned to be interviewed by either the CEA or a similarly structured face-to-face interview. The findings revealed that with respect to employment history information the CEA yielded information similar, and in some cases superior, in nature and scope to that developed in the personal security interview. Applicants' admissions of the use of illegal drugs was, generally, more frequent and serious in the CEA group than in the personal interview (PI) group. In the PI group, there were somewhat more frequent admissions of employment theft and less frequent admissions of serious criminal conduct than in the CEA group. The results suggest that the use of automated, computerized interview systems, such as CEA, might serve as an effective first-stage interviewer in the employee selection process and may be used to guide and enhance the effectiveness of follow-up personal interviews to ensure that applicants meet the specific needs for sensitive positions.

Keywords: Applicant selection; computer-interviewing; personnel selection; computers; preemployment screening; employee selection

Introduction

Preemployment screening traditionally begins with the completion of an "interview-on-paper," the basic employment application. Information Provided in this key form should reveal qualifications and skills believed to be essential in the position being filled. Surveys show, however, that a high percentage of personnel administrators believe that the application form is easily and quite frequently falsified (Broussard and Brannen, 1986). This conclusion is, in fact, supported by research. In a study by Goldstein (1971) it was found that applicants generally overestimated employment dates and salary on application forms; their stated reasons for leaving previous jobs were

often at odds with the employers' viewpoint. In addition, the job application form, all too common and routine, has become so sanitized due to concerns about discrimination that it has lost much of its usefulness (Shepard and Duston, 1988). Other research has shown that over 40% of all résumés submitted in application for employment contain inaccuracies (Ayers and Heineman, 1985).

Because of the concern about falsification of job application materials and also to help evaluate applicant suitability, most employers conduct personal interviews with applicants. With an estimated 160 million taking place each year in the United States, the interview is the most familiar yet controversial aspect of criticism; the selection interview is viewed as highly subjective, inconsistent, and inaccurate as a means of screening prospective employees (Reilly and Chao, 1982). Some feel that interviewing is unscientific, that the mere presence of the human element makes the process fallible and inexact. Others, however, recognize that these weaknesses, though they may never be completely overcome, can be reduced through improved interviewing techniques (Moffatt, 1979).

One innovative interview method recently advanced is the use of computer software program to collect information from job applicants. Such programs have the advantage of being impartial, objective, and consistent in the treatment of applicants. During a computerized interview, an applicant does not need to be concerned about the interviewer's impressions and biases or try to conform to what may be incorrect expectations. Of course, whether such computerized programs yield information about an applicant's background similar to what can be obtained in a personal interview is of great importance. Several published reports shed light on this issue.

Two studies, both in the medical field, show that computerized interviews may be more effective in the collection of sensitive information than are traditional methods. Greist (1975), for example, found that psychiatric patients seeking help for specific medical problems revealed more information about issues such as alcohol and drug abuse, marital problems, and depression in a computer interview than in either a written questionnaire or a personal interview. In another study, Slack and Slack (1972) reported that four of 32 persons revealed that they were "having problems with drugs" in a computer interview, whereas only two of these same persons acknowledged a drug problem in response to specific question asked by a skilled interviewer.

Martin and Nagao (1989) showed that computerized interviews of job applicants produce findings similar to those reported in the medical field. They simulated a typical personnel screening situation and compared the results obtained with a computerized interview, a paper-and pencil interview, and two forms of a personal interview, one "cold" interviewer and one "warm." They found that compared with the other methods investigated computer-based interviews decreased the tendency for applicants to give "socially desirable responses" (SDRs). Applicants who respond in a computer interview, in other words are less

Computerized interviewing: Phannenstill and Horvath

likely to feel a need to put on a facade or to answer questions deceptively or in a misleading way.

In employment screening, the problem of SDRs seems to be particularly acute, since the promise of a desired job is a strong motivational force (Blum and Naylor, 1968; Crowne and Marlowe 1964; Weiss and Dawis, 1960). In real-life circumstances, therefore, a computer interview may produce information at least equal to or perhaps more valuable than what can be developed in a personal interview. The investigation of that issue was the purpose of the research reported here.

In this study, a commercially available automated preemployment interview program, Computer Employment Applications (CEA), was compared to a similarly structured interview carried out face-to-face¹. Both interviews were of a security nature, that is, they not only gathered employment history but also investigated integrity issues with the applicants.

The CEA software uses a personal computer as a first-stage interviewer in the hiring process and interacts with the applicant just as a personal interview would. When using CEA, applicants make selections from menus or type in responses to questions about their employment and military history, education and professional training, driving record, drug abuse, and involvement in theft of money and merchandise from employers and criminal activity. As the applicant progresses through the interview, the program automatically stores responses to each question, follows up on these responses with additional questions when more information is needed in a particular area, and provides an opportunity for the applicant to add data or make alterations and corrections when necessary. In this respect, no two interviews are alike.

Technically, CEA is an "expert system" in which a computer duplicates the expertise of an experienced and trained professional interviewer. It is this built in expertise that encourages and makes it easier for applicants to provide complete and accurate data and, because of its structure, helps to minimize embellishments or omissions that frequently occur on written application forms.

In this study, the CEA automated program was used with actual job applicants, unlike the report by Martin and Nagao (1989) in which there was only a simulation of an employment setting. Since no research has been reported on computer interviews in a real-life setting this study provides an assessment of whether the technique has promise as an effective screening method.

To assess the effectiveness of CEA it was decided to compare that procedure with the results obtained from a personal security interview, a method that some employers use to supplement their screening process because it encourages applicants to reveal information that they may not provide otherwise (Law, 1988). This type of interview, carried out in the same manner as a personal, employer-

based interview, is performed by an interviewer who is extensively trained and experienced in security and loss prevention methods. More focused than the traditional job interview, the security interview is designed to obtain information from job applicants not only about employment history, but also about areas of activity such as the use of drugs, criminal behaviors, and falsification of important job-related information-activities that may prove detrimental to the employer and his or her employees.

Although variants of the security interview are widely used in many organizations, they do not necessarily mitigate the problems inherent in personal interviews; that is, the security interview has the same dynamics as the personal interview; interviewees, therefore, may still produce a high frequency of SDRs. There is nevertheless, good reason to feel that the security interview does provide more detailed and verifiable data than does a customary employment interview (Law, 1988). For this reason, it was believed that a comparison of the data collected in a security interview to those provided by a computerized interview would permit a more powerful test of the value of the latter that would be possible otherwise.

Methods

Subjects

The sample consisted of a consecutive group of 130 persons who reported for employment processing to a pre-employment consulting firm from June 1 through December 20, 1988. Each of these persons initially had been screened for employment by a prospective employer. This screening varied but usually included written psychological and other tests, reference and background checks, an initial personal interview with the employer, and the completion of a job application form. All 130 persons in the sample had been shown by these methods to be suitable for employment, and all, therefore, were asked to report to the consulting firm for further interviewing, in actuality the applicant's second interview.

Procedure

Upon arrival at the consulting firm, the applicants were assigned to one of two groups for processing. This was done by assigning every other person to either a Computer Interview (CI) group or a Personal Interview (PI) group. In the event that the unavailability of a computer precluded such alternating assignment, subjects were assigned to the PI group by default. This process continued until 65 persons were interviewed in each group.

When they reported to the consulting firm, persons in the CI Group were shown to a designated room and told that they were to be interviewed by computer. They were seated at the computer and told the following: typing skills were not important; there was no time restriction; they were merely to follow instructions given on the computer screen; and if help was needed an assistant would be available.

¹ Computer Employment Applications, Inc., 4811 S. 76th Street, Suite LL-12, Greenfield, WI 53220-4364

Computerized interviewing: Phannenstill and Horvath

All persons in the CI group were interviewed by CEA software, which, as described above, was developed to gather objectively and uniformly data about a variety of work-related issues. Although the program may be altered or customized to accommodate specific employment situations, in this study, the issues covered were the same for all persons and were structured to parallel the security interview.

The CEA program was initiated with a set of instructions. These included an advisement that all information would be released to the prospective employer and that at end of the interview the applicant could withdraw his/her application, thereby precluding disclosure of the information. Following the instructions, applicants were asked to a series of computer-generated requests for information about job history, the reasons for leaving each job, and work place performance, skills, and special abilities. Applicants also were asked to provide information about educational background, theft from former employers, use of illegal drugs, criminal convictions, and undetected crimes. In all instances, responses were in the form of item selection from a menu or typed by the applicant in narrative fashion.

The CEA program allows the applicant to respond as extensively as necessary and is programmed in such a way that the coverage of different issues varies with the response given by the applicant. For reasons of confidentiality, only the applicant saw what was input into the computer and, unless there was a request for assistance, no one else was present in the room at the time the program was operational.

Persons in the PI group were asked to complete a written application form asking for their prior jobs, dates of employment, type of work, salary, and the reasons for having left each job. After completing this form, each of them was led to a designated room where they were interviewed by highly skilled and experienced personnel (security) interviewer. During this interview, each of the 65 persons in the group was asked a series of questions closely approximating those asked via computer in the CI group. Similarly, like the CI group, they also were advised that the information revealed would be shared only with the prospective employer.

It is important to note that some employers were interested in certain information covering a 5-year period preceding the current application, whereas others were interested only in the preceding 3 years. Although assignment to groups was not based on this distinction, the groups were almost equivalent in the regard. In the CI group, there were 47 persons asked about job history over the past 3 years and 18 for whom the relevant period was 5 years. In the PI group, 46 were asked about the 3 prior years of employment and 19 about the previous 5 years.

Interview Questions

Both groups were asked questions about the following topics: (1) the number and type of jobs held during the time period (3 or 5 years) of interest; (2) the number of jobs held

during the period of interest but not listed on the application forms; (3) the reasons for leaving each job; (4) the use of illegal drugs both on and off the job in the past 12 months; (5) involvement in theft from employers in the last 3 (or 5) years; (6) involvement in shoplifting in the past 3 years, and (7) involvement in criminal activity in the past 3 (or 5) years.

All applicants were residents of the Milwaukee, Wisconsin area and were applying for positions with armored car and pharmaceutical companies, retail firms, and transportation agencies. Particular position of interest included security officers, cashiers, clerks, manager, warehouse workers, and route workers.

Results

Because the CEA interview was computer-based, persons in that group were required to respond to questions using the computer keyboard. In most cases, responses were indicated by selection an item from a menu: thus, only minimal typing skills were required. It was of interest, however, to determine if the length of time spent in completing the computer interview varied between those who were skilled typists and those who were not. Twenty-seven (42%) of the 65 persons in the CI group said that they had had no previous typing instruction or could not type at all; they completed their interviews, on average, in 63 minutes. Those who reported having had at least some typing experience completed the interview on average in 48 minutes. Hence, although typing skills shortened the time necessary for completion of the computer interview, the time required by those without such ability was not excessively long. Those in the PI group were interviewed for a period averaging 26 minutes.

Table 4: Demographic Characteristics of Applicants

Item	Interview Group	
	CEA (N=65)	Personal (N=65)
Gender		
Female	21	21
Male	44	44
Race		
Black	25	23
White	40	42
Age		
Mean	28.8	29.1
Standard deviation	11.6	9.1
Range	16-67	17-55
Education		
Mean	13.1	13.2
Standard deviation	1.8	2.1
Range	9-18	10-20

Table 1 shows certain demographic characteristics of the persons in each of the two groups. As can be seen, these groups were very similar in their general makeup. The CI group was composed mostly of male (68%) whites (62%) with a mean age of 29 years and a mean educational level of 13.1 years. (Here, the term "black" is used to refer to all nonwhites even though the sample included four person of Oriental descent.) In the PI group, the percentage of males

Computerized interviewing: Phannenstill and Horvath

was also 68% and the proportion of whites was 65%. The mean age in the PI group was 29 and the average education completed was 13.2 years. t-tests were used to determine if the groups differed with respect to age or education: For age, $t(128) = .10, P > .10$, and for education, $t(128) = .61, P > .10$. Similarly chi-square tests were calculated to determine if the groups differed with respect to either gender or race; these tests were not statistically significant. Thus, the groups were not statistically different in respect to any of the demographic characteristics of interest.

The major purpose of this research was to determine if the CEA computer interview yielded employment-related information as fully and as frequently as could be obtained during a personal, professionally conducted security interview. To facilitate the presentation of these data, the information was dichotomized as dealing with either "employment history" or "counterproductive" behavior. In addition, because the time period covered for some issues was not the same for all applicants, information revealed about activities occurring more than 3 years before the interviews is not presented. This simplifies the display of data and perhaps ensures greater accuracy in the applicants' recollection.

Employment History Information

Employment history information of interest here included the following: the number of jobs listed and the number omitted; the number of reasons given for leaving jobs and the number who failed to give a reason; the number who were fired or asked to resign under adverse circumstances, such as might result from an argument with a supervisor or owner or from a violation of work policies (e.g., tardiness, unapproved absences, theft).

Table 5: Frequency of Job History Information Developed During the CEA and the Personal Security Interviews: Last 3 Years

Item	Interview Group	
	CEA (N=65)	Personal (N=65)
Total jobs listed	149	162
No. who failed to list jobs	6	15
Total no. reasons given for leaving prior jobs	275	169
No. who failed to explain reasons for separation	2	10
Reasons for separation		
Argument: fired	3	0
Argument: resigned	7	2
Other: fired	7	10

Table 2 shows a comparison of the information obtained from persons in each group with respect to employment history. The table shows that those interviewed by the CEA program (CI group) provided a somewhat greater number of explanations for having left their previous jobs than did those in the PI group, averaging 1.9 and 1.1 respectively. This was true even though in the CI group the applicants listed an average of 2.9 jobs, whereas in the PI group, the mean was 3.3 (This difference in the number of jobs held was not statistically significant Security J., 1991, vol. 2, no.3

[$t(128) = -1.1, P = .23$].) Only two in the CI group failed to indicate the reason for leaving an employment situation, whereas 10 of those in the PI group failed to do so. In addition, six in the CI group and 15 in the PI group said that they had failed to show all their previous jobs in forms completed earlier in their processing. Finally, in the CI group, 17 admitted having left a previous employment situation under adverse circumstances (e.g., being fired, having an argument); in the PI group only 12 made similar acknowledgements. (It is of interest to note that only four of these revealed that information in their written applications form.) In short, in terms of employment history information, the CEA interview produced information similar, and in some cases superior, in nature and scope to that developed in the personal security interview.

Counterproductive Behavior

The specific types of behavior viewed as being counterproductive to the hiring organizations (who sent the applicants to the consulting firm) included substance abuse, sale of illegal drugs, theft of money and merchandise from employers, shoplifting, and commission of crimes relevant to the position under consideration. Table 3 shows the number of persons in the two groups who admitted involvement in the various areas of inquiry dealing with counterproductive behavior. (In this table, the time period for drug-use questions for all 130 applicants was 12 month, and theft/crime issues, 3 years.) Those data show that the computer interview yielded as much, and in some instance more, information about the applicants that was obtained in the personal security interview. For instance, 12 of the CI group and eight of the PI group indicated the use of only one type of illegal drug within the preceding 12 months. (For all but one person, the type of drug used was marijuana-the exception was LSD.) In the CI group, five said that they had used two types of drugs (THC and cocaine) and two others admitted the use of three or more drugs (THC, psilocybin, cocaine, LSD, Valium or opium.) In the PI group, eight admitted the use of only one drug, two said they had used two drugs (marijuana, amphetamines, or cocaine), and two said they had used three or more different drugs. An equal number (two) in each group admitted the use of illegal drugs on the job. Hence, in all, there were 19 (29%) in the CI group who admitted the use of illegal substances in the past 12 months as opposed to 12 (18%) in the PI group.

Computerized interviewing: Phannenstill and Horvath

Table 6: Number of Persons Admitting Involvement in Counterproductive Behavior in the Two Interview Groups

Area of Behavior	Interview Group	
	CEA (N=65)	Personal (N=65)
Drug use (last 12 months)		
Types used		
One drug	12	8
Two drugs	5	2
Three or more drugs	2	2
Used on jobs	2	2
Sold drugs	2	1
Theft/crime (last 3 years)		
Stole merchandise from jobs	11	17
Stole money from jobs	2	6
Shoplifting	1	2
Committed serious crime	4	2
Convictions	1	1
Undetected	3	1

The frequency of admissions to questions about theft from employers, the commission of crimes, and involvement in shoplifting was slightly greater in the PI than in the CI group. For instance, 17 (26%) in the PI group admitted the theft of merchandise (other than minor office supplies) from their employer; this theft ranged between \$2.00 and \$400.00 in value and averaged \$40.23. Only 11 (17%) in the CI group admitted the theft of merchandise, averaging \$15.00 and ranging between \$2.00 and \$50.00. One additional person in the CI group stole company trade secrets, the value of which was not calculable. In the CI group, two admitted stealing money from employers—one admitted the theft of \$39.00 and one stole about \$8.00 from his present job as a security officer. Six in the PI group made similar admissions. The mean amount of money stolen by the PI group was \$141.00; these thefts ranged between \$18.00 and \$400.00. In the CI Group, one admitted a conviction for “driving under the influence” and endangering safety and three admitted the commission of serious undetected crimes. (Among these three, one had an outstanding arrest warrant for failing to report to court on a “driving under the influence” charge; one, currently a police officer, sold cocaine and marijuana 4 months prior to the interview and about 14 times in the last 3 year; and one sold drugs seven times the past 3 years.) In the PI group, two applicants made similar revelations—one was convicted of “writing bad checks” and the other sold drugs five times in the past 3 years.

As noted above, all persons in the two groups had undergone preliminary screening by their prospective employers before being sent for their interviews. In some cases, this preliminary screening included the completion of a commercially available, written “honesty” test. In all, there were 37 who had completed such a test, 17 in the CI group and 20 in the PI group. All had obtained a “passing” score on their “honesty” test (Office of Technology Assessment, 1990). Since these tests are designed to distinguish between high and low-risk employees (Sackett et al., 1989), these persons were, according to their test scores, judged to be low risks. It was decided to investigate separately the interview data produced by these applicants.

Of the 17 in the CI group who had low-risk scores on their honesty test, five of them made statements in the CEA interview that were considered sufficiently serious by the employer that in each case employment was denied. In the five instances, the following information was revealed: (1) the theft of costume jewelry and recent use of two types of illegal drugs; (2) involvement in a burglary in the past 2 years, fired from two jobs, and failure to list two jobs; (3) theft of \$50.00 worth of merchandise, failure to list jobs, and sales of marijuana and cocaine in the last 12 months (by a current police officer); (4) theft of money from an employer (by a person applying for work with an armored car company); and (5) use of marijuana in the last 12 months.

Of the 20 in the PI group who had low-risk scores on their honesty test, four were disqualified by their prospective employers, all because of recent employment-related thefts admitted during the security interview. These persons stole merchandise ranging in value between \$15.00 and \$50.00; one also acknowledged the theft of cash.

These data show that both the CEA and security interviews produced relevant information beyond that provided by commercially marketed honesty tests. It is important to note also that nine of the 37 who “passed” their honesty test admitted stealing from their employers; this is 24% (9/37) false-negative rate was detectable only by skilled, in-depth interviewing.

Discussion

This study employed a quasi-experimental design, and for that reason it is not possible to state with certainty that the differences or rather the lack of differences, between the computer interview and the personal interview groups were due solely to the nature of the two procedures. Hence, even though there were no statistical differences between the two groups with respect to important demographic characteristics, it is necessary to be cautious in interpreting these findings. Given that precaution, however, some results are noteworthy.

The CEA interview required somewhat more time for the applicants to complete than did the personal interview. Nevertheless, the personal interview required interaction between both the interviewer and the applicant, whereas only the applicant’s time was devoted to the CEA session. This difference may, in real-life, more than offset the ostensible disadvantage of CEA in this regard. Another and perhaps more important point to be made about CEA interviewing is that it has the advantage of consistency and impartiality. Regardless of how professionally conducted the personal interview is, as an initial screening device it is almost always suspect, if only because it tends to be rather unfocused and exploratory. The computer, on the other hand, provides a structured yet flexible set of questions for every applicant and, provided the programming is consistent with legal and ethical standards - as CEA has taken great pains to be—there is good reason to feel that

Computerized interviewing: Phannenstill and Horvath

interviewees are questioned as uniformly and fairly as possible.

It is important to note that the CEA seemed to be as effective as the personal interview in producing employment-related information but was somewhat less effective than the interview with respect to specific areas of personal misconduct. Although our samples were too small to be confident about this finding, the data do offer support to other research that also shows this differential effectiveness of computerized versus personal interviews (Greist, 1975; Slack and Slack, 1972). It is significant, however, that the results here were produced in real-life, not simulated, circumstances. These were persons actually interested in pursuing particular employment, who, if they had wished could have rather easily it seems, distorted the information given to the computer program. Yet, from all appearances, this did not happen. It is evident that the use of computerized interview systems, such as CEA, might serve as an effective interviewer in the first stages of employee selection. Depending on the outcome of automated interviews, follow-up personal interview may have an enhanced effectiveness since it will be possible to target specific needs for particular types of information.

Because CEA is a rather new development in personnel interviewing, clearly a need exists for more research on its effectiveness as an initial employee-screening device. Yet, these results indicate that although it may not generally be more effective than a well-structured personal security interview, the significant point is the CEA is as effective as that technique. Certainly, the advantages offered by the automated interview—the saving of interviewer time and the gain in uniformity and impartiality—may be very significant in the actual screening process. This is not to suggest, however, that such automated interview programs can completely substitute for a well constructed, highly focused personal interview. As an initial screening device, the computerized interview offers the advantage of providing the kind of information that can be used effectively to guide and structure a follow-up personal interview to ensure that applicants meet the specific needs for a particular position. Research in a large federal agency is now underway to assess how well CEA addresses these issues.

References

- Ayers, J., & Heineman, R. (1985). The most cost-efficient part of the hiring process. *Security Management*, 29, 55-56.
- Blum, M., & Naylor, J. (1968). *Industrial Psychology*. New York: Harper & Row.
- Broussard, R. & Brannen, D. (1986). Credential distortions: Personnel practitioners give their views. *Personnel Administrator*, 31 (6), 129-145.
- Crowne, D., & Marlowe, D. (1964). *The approval motive*. New York; Wiley.
- Goldstein, I. (1971). The application blank: How honest are the responses? *Journal of Applied Psychology*, 55, 491-492.
- Greist, J. (1975). The computer interview as a medium for

- collecting questionnaire data on drug use: *Predicting adolescent drug abuse*. In D.J. Lettieri (Ed.), *Predicting adolescent drug use: A review of issues, methods, and correlates* (pp. 147-164). Washington DC: Us Government Printing Office
- Half, R. (1985). *Robert Half on hiring*. New York: Crown.
- Law, J. (1988). Answering the liability challenge. *Security Management*, 32, 70-74.
- Martin, C., & Nagao, D. (1989). Some effects of computerized interviewing on job applicant responses. *Journal of Applied Psychology*, 74, 72-80.
- Moffatt, T. (1979). *Selection interviewing for managers*. New York: Harper & Row.
- Office of Technology Assessment, (1990). *The use of integrity tests for pre-employment screening*. Washington, DC: U.S. Government Printing Office.
- Reilly, R., & Chao, G. (1982). Validity and fairness of some alternative employee selection procedures. *Personnel Psychology*, 35, 1-61.
- Sackett, P., Burrell, L., & Callahan, C., (1989). Integrity testing for personnel selection: An update, *Personnel Psychology*, 42, 481-528.
- Shepard, I., & Duston, R. (1988). *Thieves at work: An employer's guide to combating workplace dishonesty*. Washington DC: Bureau of National Affairs.
- Slack, W., & Slack, C. (1972). Patient computer dialogue, *New England Journal of Medicine*, 286, 1304-1309.
- Weiss, D., & Dawis, R. (1960). An objective validation of factual interview data. *Journal of Applied Psychology*, 44, 381-385.

Richard J. Phannenstill is President of Computer Employment Applications, Inc., and is the creator of the CEA automated preemployment interviews system described in this paper. He has been in the security and detection of deception field for 18 years. He holds a B.A. degree in Mathematics from the University of Northern Colorado and has written articles on preemployment screening and personnel selection.

Frank Horvath is Professor of Criminal Justice, School of Criminal Justice, Michigan State University. He has published widely in a variety of scientific and professional journals on issues related to policing, detection of deception techniques, and personnel selection and security. Along with Richard Phannenstill, he is continuing research on the feasibility of interactive computer interviewing for security screening of personnel.