

# Fundamentals of Conducting a Personnel Security Interview Course (Self-paced)

Learn how to conduct effective personnel security interviews, including screening and adjudication, based on federal interview standards and reporting requirements.

Group classes in Live Online and onsite training is available for this course. For more information, email [onsite@graduateschool.edu](mailto:onsite@graduateschool.edu) or visit: <https://www.graduateschool.edu/courses/fundamentals-of-conducting-a-personnel-security-interview-course-self-paced>



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## Course Outline

### Module 1: Conducting the Interview

- Importance of objectivity in personnel security interviews.
- Preparing for the interview by establishing the right atmosphere and seating arrangements.
- Creating the right mindset before the interview and setting a clear agenda for the interview process.
- Active listening techniques and avoiding common interview mistakes like over-personalization and failing to listen.
- Dealing with illegal interview questions and understanding what can and cannot be asked.

### Module 2: Suitability and National Security Adjudication

- Roles and responsibilities of adjudicators in determining suitability and security clearance eligibility.
- Understanding suitability vs. security, and the various adjudicative guidelines for determining eligibility for access to classified information.
- Exploring the factors and guidelines used to make decisions, including loyalty to the U.S., foreign influence, financial considerations, and personal conduct.
- Understanding the concept of "whole person" adjudication and how to weigh favorable and unfavorable information.

### Module 3: Issue Expansion

- Identifying when and how to expand on an issue during the interview process.
- Evaluating screening interview phases and determining the criteria for issue expansion.

### Module 4: Legal Issues

- Understanding the Privacy Act and how it relates to personnel security interviews.
- Legal advisement requirements for personnel security interviews under Title 18 U.S. Code.

### Module 5: Words of Caution

- Understanding the probative value of hearsay evidence in personnel security investigations.
- Distinguishing between "evasion" and "deception" during an interview and how to identify each.