MCT Practical Exercise

Preemployment

# Part 1/4 – Relevant Topics

**Instructions:** Choose 2 or 3 relevant topics needed for the test (Need at least 2). These can be preemployment topics your organization might test on or you can select from the common relevant topics listed below.

*Relevant topics should adhere to the following guidelines:*

* *Focus on specific actions or behaviors.*
* *Focus on the examinee’s own experience/actions – not those of others.*
* *Be clear and concise – not subjective.*
* *Use time frames to narrow the scope.*
* *Don’t ask about intent, desires, or emotions.*
* *Don’t use accusatory or assuming language.*
* *Don’t use legal, emotionally charged, or judgmental terms.*
* *Make sure test topics are distinct and different – no crossover.*

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| **R1** |  |
| **R2** |  |
| **R3** |  |

Common preemployment relevant topics:

* Use of illegal drugs during the past ? years
* Use of illegal drugs during a specified time frame (time frames = ? yrs. illicit, ? yrs. Marijuana)
* Commit a crime act as an adult
* Commit a sex crime
* Commit an act of domestic violence
* Scamming
* Steal any item valued over $ ? amount
* Steal from a previous employer (over $ ? amount)
* Fired or suspended from a previous job
* Divulge confidential information at a previous job
* Accept or offering bribes at a previous job
* Fraud at a previous place of employment

Cont.

# Part 2 /4 – Comparison Topic

**Instructions:** Choose a comparison topic for the test. Select from the suggested list below, if needed.

*Comparison topics should adhere to the following guidelines:*

* *Low probability the examinee has participated in the behavior or act (less than 3% prior probability)*
* *Must have the most severe consequences of all issues (often considered illegal)*
* *Must be relevant – it should make sense when compared to the relevant topics and the organization would be interested in knowing*
* *Be plausible – examinee could have participated in the behavior or act, but not likely*

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| **R4 (Comparison)** |  |

Suggested comparison topics:

Law Enforcement:

* Ties to domestic or foreign terrorism
* Ties to gangs or organized crime
* Illegal arms trafficking
* Human trafficking
* Sabotage
* Espionage
* Exchange counterfeit money

Commercial:

* Exchange counterfeit money at work
* Human trafficking
* Ties to gangs or organized crime
* Violent crime
* Identity theft

Cont.

# Part 3/4 – Write Instructions from Template

**Instructions:** Write the test instructions using the relevant and comparison topics you have chosen by altering the text shown in blue in the “instructions” column. Do not alter the gray text in the “example” column; it is shown for guidance and should not be copied. The purpose of this exercise is to test your current skill and understanding of the training materials so please do not copy example text from any of the training presentations.

*Please consider the following when writing MCT test instructions:*

* *Present the topics in the following order: R4, R1, R2, R3*
* *Be specific – include time frames, definitions, and examples*
* *Be simple – avoid wordiness and confusing language*
* *Follow the guidelines for relevant and comparison topics*
* *Proofread and avoid spelling and grammatical errors*

*NOTE: Consider using HTML code and bullet points to help with the visual presentation of the instructions for the examinee (Use a <br> for a hard return or line break. Use <br><br> as a double space).*

*Delete or add rows if needed.*

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| **Instructions** | **Example** |
| **This truth verification test will ask about your involvement in these four issues:<br><br>(1) INSERT Comparison topic, <br>(2) INSERT Relevant topic #1, <br>(3) ) INSERT Relevant topic #2, and <br>(4) ) INSERT Relevant topic #3** | Introduce the 3 or 4 test topics chosen above, making sure to list the comparison topic first, followed by the R1, R2, and R3. |
| **First, we want to ensure INSERT Comparison topic paragraph…** | First paragraph for the comparison topic. Explain why it is a topic of concern and describe what it is. |
| **INSERT Comparison topic description…** | Provide further definitions and examples to describe the comparison topic so that it is clear and understandable to the examinee. Avoid extraneous language or legal terms. |
| **INSERT comparison topic severe consequences paragraph…** | Emphasize the serious nature of the comparison topic and detail the consequences if found guilty. This is only needed for the comparison topic and none of the other topics. |
| **Second, this test will ask if you INSERT R1 topic...** | Second, introduce the R1 topic with time frames if any and operational definitions if any. Define the operational definitions (example: In this test “that day” refers to March 5, 2023, and “that boy” refers to David, your son). |
| **R1 Topic paragraph/description...** | Provide further description and detail about the R1 topic if needed, listing any applicable examples. Make sure definitions are concrete and free of subjectivity. Make sure any examples address the issue of most concern. |
| **Third, INSERT R2 Topic...** | Third, introduce the R2 topic with time frames and operational definitions if any. Provide definitions and examples to make it clear what is being asked. If needed, add another line if more paragraphs are required for the R2. |
| **Lastly, INSERT R3 Topic...** | Finally, introduce the R3 topic with any time frames and operational definitions. |
| **R3 Topic paragraph/description** | Make sure to describe the R3 action or behavior and provide examples if necessary. Add more lines if more paragraphs are needed to properly explain the R3 topic. |
| **In summary, this test will ask about your involvement in each of the following four issues:<br>(1) INSERT Comparison topic <br>(2) INSERT Relevant topic #1 <br>(3) INSERT Relevant topic #2, and <br>(4) INSERT Relevant topic #3.** | Summarize the test topics in a list format similar to the introductory paragraph, with the comparison listed first. |
| **If you done R4 COMPARISON TOPIC, have done R1 TOPIC, done R2 TOPIC, or done R3 TOPIC,**please tell the test administrator now. | Invite the examinee to confess if they have done any of the topics described in the preamble. Make sure to list each topic again so it is clear. |

Cont.

# Part 4/4 – Write Statements from a Template

**Instructions:** Write the statements for the relevant and comparison topics by altering the text shown in blue below in the left column. The example text in gray will show one example of a true and false statement per topic but all blue statements should be different – DO NOT copy the gray text. The purpose of this exercise is to test your current skill and understanding of the training materials so please do not copy example text from any of the training presentations.

*Consider the following when writing statements:*

* *Include 6 TRUE and 6 FALSE statements for each topic*
* *All statements must be unique*
* *Balance – all statements should be roughly the same length*
* *Each topic statement refers to the same action or behavior in corresponding topic paragraphs from instructions*
* *Keep it simple – do not use confusing wording or include spelling or grammatical errors*
* *Include time frames and other qualifiers from the pre-test instructions*

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| **R1 - True** | **Example** |
| **I have not...** | I have not used any illegal drugs during the past 2 years. |
| **I have avoided...** | I have not used any illegal drugs during the past 2 years. |
| **I am innocent of...** | I have not used any illegal drugs during the past 2 years. |
| **I have never...** | I have not used any illegal drugs during the past 2 years. |
| **I did not...** | I have not used any illegal drugs during the past 2 years. |
| **I am not guilty of...** | I have not used any illegal drugs during the past 2 years. |

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| **R1 - False** | **Example** |
| **I admit to...** | I admit to using an illegal drug in the past 2 years. |
| **I am guilty of...** | I admit to using an illegal drug in the past 2 years. |
| **I have...** | I admit to using an illegal drug in the past 2 years. |
| **I have been...** | I admit to using an illegal drug in the past 2 years. |
| **I did...** | I admit to using an illegal drug in the past 2 years. |
| **I am someone who...** | I admit to using an illegal drug in the past 2 years. |

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| **R2 - True** | **Example** |
| **I have not...** | I never participated in acts of bribery at a previous employer. |
| **I have avoided...** | I never participated in acts of bribery at a previous employer. |
| **I am innocent of...** | I never participated in acts of bribery at a previous employer. |
| **I have never...** | I never participated in acts of bribery at a previous employer. |
| **I did not...** | I never participated in acts of bribery at a previous employer. |
| **I am not guilty of...** | I never participated in acts of bribery at a previous employer. |

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| **R2 - False** | **Example** |
| **I admit to...** | I have participated in acts of bribery at a previous job. |
| **I am guilty of...** | I have participated in acts of bribery at a previous job. |
| **I have...** | I have participated in acts of bribery at a previous job. |
| **I have been...** | I have participated in acts of bribery at a previous job. |
| **I did...** | I have participated in acts of bribery at a previous job. |
| **I am someone who...** | I have participated in acts of bribery at a previous job. |

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| **R3 - True** | **Example** |
| **I have not...** | As an adult, I have not participated in any serious crimes. |
| **I have avoided...** | As an adult, I have not participated in any serious crimes. |
| **I am innocent of...** | As an adult, I have not participated in any serious crimes. |
| **I have never...** | As an adult, I have not participated in any serious crimes. |
| **I did not...** | As an adult, I have not participated in any serious crimes. |
| **I am not guilty of...** | As an adult, I have not participated in any serious crimes. |

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| **R3 - False** | **Example** |
| **I admit to...** | As an adult, I have committed a serious crime. |
| **I am guilty of...** | As an adult, I have committed a serious crime. |
| **I have...** | As an adult, I have committed a serious crime. |
| **I have been...** | As an adult, I have committed a serious crime. |
| **I did...** | As an adult, I have committed a serious crime. |
| **I am someone who...** | As an adult, I have committed a serious crime. |

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| **R4 - True** | **Example** |
| **I have not...** | I have not had past ties to any terrorist organizations. |
| **I have avoided...** | I have not had past ties to any terrorist organizations. |
| **I am innocent of...** | I have not had past ties to any terrorist organizations. |
| **I have never...** | I have not had past ties to any terrorist organizations. |
| **I did not...** | I have not had past ties to any terrorist organizations. |
| **I am not guilty of...** | I have not had past ties to any terrorist organizations. |

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| **R4 - False** | **Example** |
| **I admit to...** | In the past, I have worked with a terrorist organization. |
| **I am guilty of...** | In the past, I have worked with a terrorist organization. |
| **I have...** | In the past, I have worked with a terrorist organization. |
| **I have been...** | In the past, I have worked with a terrorist organization. |
| **I did...** | In the past, I have worked with a terrorist organization. |
| **I am someone who...** | In the past, I have worked with a terrorist organization. |