



Information Verification Services For The Business Executive  
12734 Kenwood Lane, Suite 18, Fort Myers, Florida 33907 Tel (239) 939-7606 (239) 253-2496  
[ginnytetaswflpolygraph@gmail.com](mailto:ginnytetaswflpolygraph@gmail.com) [www.southwestfloridapolygraph.com](http://www.southwestfloridapolygraph.com)

## EMPLOYEE POLYGRAPH TESTING INFORMATION

Contact Ginny Teta landimarino @ 239-939-7606 or via email:  
[ginnytetaswflpolygraph@gmail.com](mailto:ginnytetaswflpolygraph@gmail.com) & [tomiandimarino@gmail.com](mailto:tomiandimarino@gmail.com) to set up appointment

- Agency will email questionnaire to be filled and emailed back via **word document 24 hours prior to appointment**
- Results will be given to agency.

### How do I prepare for the CBP polygraph examination?

- You will receive written reporting instructions prior to your assigned testing date. Please read and follow them in their entirety.
- Please plan to be available and free of any scheduling conflicts the entire day as there is no way to predict how long your examination may take.
- Try to get plenty of rest the night before your scheduled polygraph examination and please do not work a midnight shift prior to the morning of your examination.
- Eat something prior to arrival and feel free to bring snacks and/or drinks. You will be provided intermittent breaks during the examination, but there will not be a full lunch break.
- Please continue to take any prescribed medications as scheduled.
- Dress in neat business attire. Please keep in mind you will be in a professional office setting.
- Bring official photo identification (driver's license, passport, etc.) to your examination.
- Do not bring weapons or recording devices of any kind to the examination.
- Leave your cell phone in your vehicle, if possible. Otherwise, please notify your examiner of it being in your possession and ensure it is powered completely off during the examination.
- If any issue(s) would preclude you from being tested on the day of your examination, please contact the examiner via email to re-schedule your examination as soon as possible.
- Be completely truthful on your application during your examination.
- It is recommended that you do not seek or necessarily trust information about the polygraph found on the internet, chat rooms, social media, YouTube or other non-official sources as those sources often provide inaccurate information which could be detrimental to your success. Please ask your examiner if you have any questions or concerns.
- Your Polygraph Examiner will explain the examination process to you and the two of you will discuss all of the questions you will be asked prior to taking the examination. You will also have opportunities to ask questions or clarify your answers prior to the examination.
- The most important thing to remember about taking a polygraph examination is to follow instructions and to be forthcoming when asked to provide information. Your examiner will be there to guide you through the process.



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## What types of forms will I be required to sign on the day of my polygraph examination?

There are required forms that will be reviewed with each applicant to include the following:

- Polygraph Examination Consent
- Confidential Pre-test Analysis Screening Questionnaire

Upon review and discussion with your examiner, you will be asked to sign a consent.

Polygraph examinations will cover areas including, but not limited to, financial status, drug use/history, criminal history, undetected crimes, medical history, employment history, and application information.

The test process consists of (2) parts:

- ❖ Pre-Test Screening Interview
- ❖ Polygraph Test

Prior to the polygraph test, candidates will be given a list of areas from which the test will be conducted and the opportunity to disclose any convictions to the examiner. A candidate will not be disqualified if it appears that an honest attempt was made to list convictions fully and truthfully, and that the omitted offenses can be considered an oversight.

**\*Note: Email via "word" document file before the appointment to [ginnytetaswflpolygraph@gmail.com](mailto:ginnytetaswflpolygraph@gmail.com) & [tomiandimarino@gmail.com](mailto:tomiandimarino@gmail.com)**

What can you use if you don't have Microsoft Word? A printed hand delivered copy is not accepted. See below for other options:

- LibreOffice (Windows, Mac OS X, Linux) ...
- Google Drive/Word (Web) ...
- AbiWord (Windows, Linux) ...
- Zoho Docs (Web) ...
- Scribus (Windows, Mac OS X, Linux)

## Will the polygraph examination be recorded?

Yes. The standard protocol is to **audio** record every CBP polygraph examination in its entirety.



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### **What type of questions will be asked during the polygraph examination?**

Examinee will be administered a standardized polygraph examination that will include pre-employment screening questions regarding your suitability for employment with agency.

All questions will be thoroughly explained and reviewed with you prior to the actual examination.

Drugs, Disciplinary, Sexual Crimes, Serious Crimes

You will be given an opportunity to discuss any concerns or issues you may have with any question(s) prior to the actual examination.

### **How long does the polygraph examination take?**

- While the length of polygraph examinations varies, the average polygraph examination time is approximately 2- 4 hours.
- Short breaks are provided throughout the exam.
- Very little time is actually spent collecting data via the polygraph equipment; typically, this involves intermittent periods of 10 to 15 minutes at a time when polygraph components are attached, and applicants answer questions while their physiology is recorded in response the examination questions.
- Each applicant is different and has a unique background and life experience which can affect the time needed to complete the examination.

### **If I do not successfully complete the polygraph examination, will that preclude Examinee from applying for other federal law enforcement positions?**

No. The results do not preclude you from applying for other jobs.

### **Will being nervous affect the outcome of my polygraph examination?**

Being nervous is not something to be concerned about as that in and of itself will not cause you to fail your polygraph examination. Nervousness is normal; everyone is expected to have and feel some level of nervousness during the polygraph process. Nervousness is taken into account throughout the testing process including when reviewing and determining the examination result. Please do **not** try to help yourself or your examiner by attempting to "fix" your nervousness by relaxing or calming yourself, as that may affect your natural physiology and extend your polygraph examination session or require additional days of testing.

### **AREAS THAT WILL AFFECT RESULTS**



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- Withholding information
- Attempting to manipulate your responses to questions during the exam.
- Not following instructions.

Please note that the examiner is there to guide you through the process and wants you to pass your exam. You must follow the examiners instruction and be completely forthcoming when asked to provide information.

### **Does the polygraph agency decide if I will be hired?**

No. The polygraph agency is not authorized to make suitability determinations or hiring decisions.

### **How long are the polygraph examination results valid?**

Applicants may reapply at any time. However, polygraph examination results are valid for a two-year period.

At the conclusion of your exam, the results will be given to the agency. However, exam results are not considered final until the quality control review is completed. On occasion, applicants will be contacted to be returned to our agency for additional testing on another day if additional information is needed.

Thank you and we look forward to seeing you on exam day.



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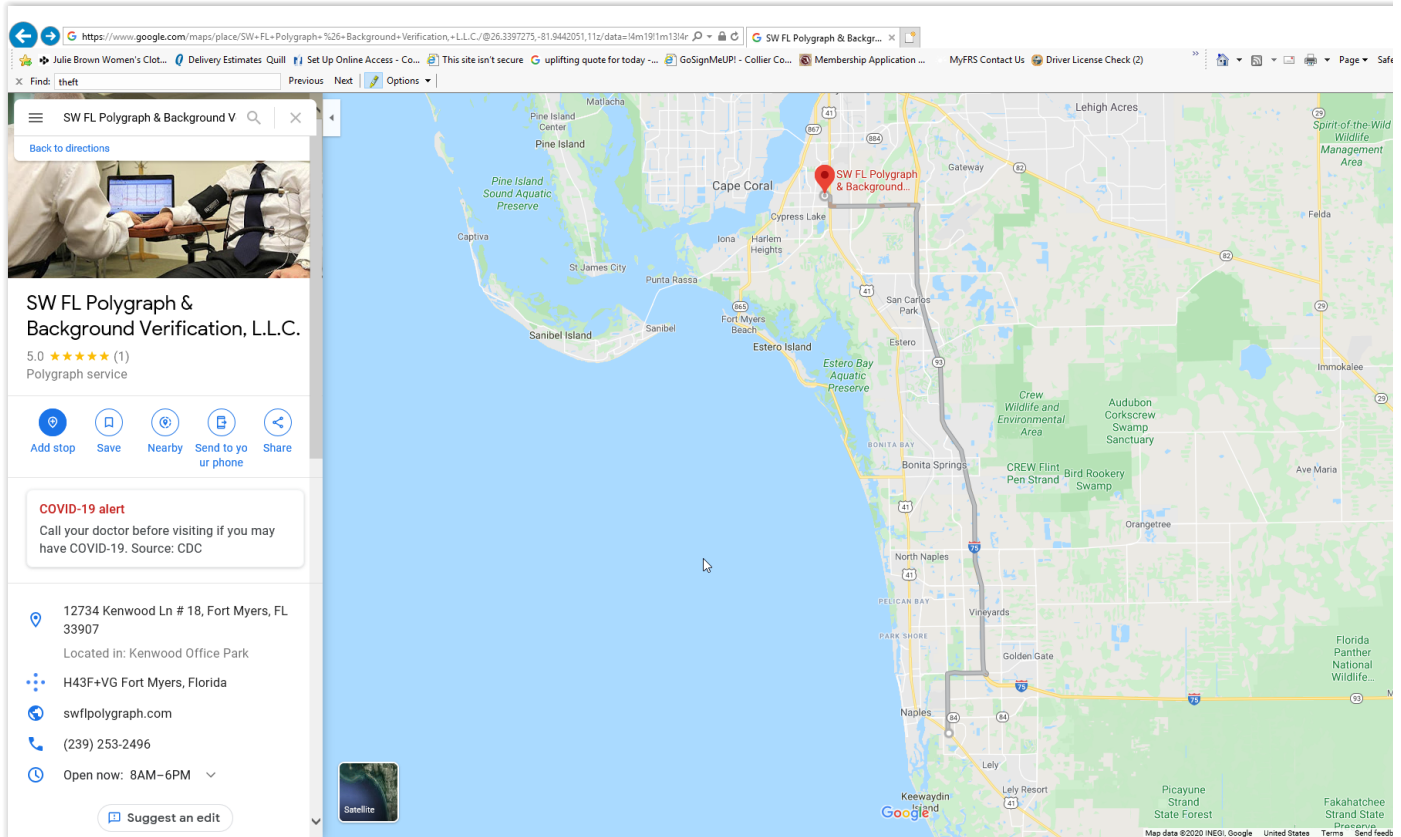
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## Directions to SW FL Polygraph & Background Verification, LLC

*When entering the plaza, you will see a mailbox area on the left-hand side. Pass area and we are immediately to the right.*



### Important: Arriving On-Time

Please be advised that it is the sole responsibility of the examinee to arrive on time to their polygraph test appointment on the date and times scheduled. Examinees are strongly encouraged to familiarize themselves with the driving directions, road conditions and any other traffic delays prior to departing for their appointment. Staff and examiners are unable to provide live driving directions via telephone to individuals and thus examinees are strongly encouraged to use the resources provided on our web site and in this packet. Examinees must be ready to start their appointment at the exact time scheduled. Examinees are strongly encouraged to use the bathroom facilities prior to their appointment start time.