

Non-Bid Unit Assignment Screening & Job Specific Criteria

Chicago Police Department/Human Resources Division

Once complete, submit this form to CPD-HR at HR@chicagopolice.org

Unit:	
Minimum Qualifications to be verified by CPD-HR prior to screening process:	
Desired Qualifications to be verified by screeners (screening criteria used to select candidates for interview):	
Desired Qualifications (can only be assessed in the interview, NOT used to screen candidates):	

Instructions for screeners: At least two supervisors from the unit must screen ALL applications submitted (and verified by CPD-HR to have met the Minimum Qualifications) and determine which applicants will be selected for an interview. Screeners should select candidates for an interview based on their relative match to the Desired Qualifications listed in the middle box. Note: some Desired Qualifications listed in the Notice of Job Opportunity can only be assessed in the interview, and may NOT be used as screening criteria to determine who is selected for an interview. These criteria are listed in the bottom box. Screeners must refer at least two candidates per vacancy, for interviews subject to the number of applications submitted. In any event, the number of candidates referred for interviews should exceed the number of vacancies.

Screeners must place the names and Employee ID Number of each candidate selected for interview on the Interview List form and submit a completed Candidates Selected for Interview form (CPD-62.502) to their Unit Commander and CPD-HR at HR@chicagopolice.org.

If screeners have questions about their role, contact CPD-HR at 312-745-5300 or OIG Hiring Oversight at 773-478-4678 or hoversight@chicagoinspectorgeneral.org

Approved by:

Unit Commander Signature	Unit Commander Name (Please Print)	Date
CPD-HR Representative Signature	CPD-HR Representative Name (Please Print)	Date