

Non-Bid Unit Assignment Candidates Selected for Interview Form

Chicago Police Department/Human Resources Division

(To be completed by screeners)

Unit: _____

Number of Vacancies: _____

Candidate Last Name	Candidate First Name	Employee ID Number

Screener Instructions: Place the name and Employee ID Number of applicants selected for interview above. Screeners must refer at least two candidates per vacancy, subject to the number of applications submitted. In any event, the number of referred candidates should exceed the number of vacancies. Continue on additional pages if necessary.

Once complete, sign below and submit this form to CPD-HR and the Unit Commander.

Screening completed by:

Screener Signature

Screener Name (please print)

Date

Screener Signature

Screener Name (please print)

Date

See CPD Hiring Plan Appendix E Section 5.d for more information on the screening process

