Non-Bid Unit Assignment Candidate Selection Form

Chicago Police Department/Human Resources Division

(To be completed by the Unit Commander)

Unit: _____

Number of Vacancies:_____

I select the following candidates for the vacancies in my unit (continue on additional pages if necessary):

Candidate Last Name	Candidate First Name	Employee ID Number

1. My recommendation concurs with the interviewers' recommendations. ☐ Yes ☐ No

2. In making my decision, I used only the candidates' application materials, the interviewers' notes, and/or a conversation with the interviewers. ☐ Yes ☐ No

<u>If you answered no to either of the above questions, complete the required justification memo. The justification memo must be sent to the Director of the Human Resources Division, and approved through the Unit Commander's chain of command.</u>

If there are more suitable candidates than vacancies, the Unit Commander may form an eligibility pool using form (CPD-62.505).

Candidates selected by:

_____ Unit Commander's Signature

_____ Unit Commander's Name (Please print)

_____ Date

Non-Bid Unit Assignment Candidate Selection Form (Continued)

Unit:_____

Candidate Last Name	Candidate First Name	Employee ID Number

_____ _____ _____

Unit Commander's Signature Unit Commander's Name (Please print) Date

See CPD Hiring Plan Appendix E Section 5.1 for more details on candidate selection.