

Non-Bid Unit Assignment Eligibility Pool Form

Chicago Police Department/Human Resources Division

Unit: _____

Creation Date: _____ Expiration Date: _____

The following candidates are in an eligibility pool (continue on additional pages if necessary):

Last Name	First Name	Employee ID Number	Date Selected from Pool

This eligibility pool can remain active for a period of 36 months after it is created. An eligibility pool may be retired at the discretion of the Unit Commander. An eligibility pool must be retired when a new Notice of Vacancy for the assignment is issued.

The Unit Commander may choose to select a Candidate from this eligibility pool instead of posting new vacancies for the same Non-Bid Unit assignment. The Unit Commander must prepare a Justification Memorandum each time a candidate is selected from the eligibility pool.

If you have questions about creating or using an eligibility pool, contact CPD-HR at (312) 745-5300 or OIG Hiring Oversight at (773) 478-4678 or hoversight@chicagoinspectorgeneral.org.

Eligibility pool formed by:

Unit Commander's Signature

Unit Commander's Name (Please print)

Date

See CPD Hiring Plan Appendix E Section 5.m for information and use of an eligibility pool.

Non-Bid Unit Assignment Eligibility Pool Form (Continued)

Unit: _____

Last Name	First Name	Employee ID Number	Date Selected from Pool

Eligibility pool formed by:

Unit Commander's Signature

Unit Commander's Name (Please print)

Date

See CPD Hiring Plan Appendix E Section 5.m for information and use of an eligibility pool.