

**Candidate Assessment Form**

**Chicago Police Department/Human Resources Division**

Candidate Name: _____	Job Title: _____	Title Code: _____
Taleo Request Number : _____	A Form Number : _____ (XXX-2008-XXX)	Dept #: _____

Interviewer: _____	Interview Date and Time: _____
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Opening Questions and Notes \_\_\_\_\_

Candidate Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Title Code: \_\_\_\_\_

Taleo Request Number: \_\_\_\_\_

A Form Number: \_\_\_\_\_  
(XXX-2008-XXX)

Dept. #: \_\_\_\_\_

Hiring Criteria # \_\_\_\_\_

<i>Definition</i>	
<i>Interview Questions</i>	
<i>Interviewer Notes</i>	

Rating (to be completed at the end of the interview)



Candidate does not demonstrate the competency



Candidate demonstrates some of the competency



Candidate clearly demonstrates competency

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(XXX-2008-XXX)

Dept. #: \_\_\_\_\_

### ***Overall Candidate Rating***

Please provide an overall summary of the candidate based on education, professional qualification, work history and competencies demonstrated.

Do not recommend candidate for hire

Recommend with some reservations

Recommend candidate for hire

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 Taleo Request Number: \_\_\_\_\_ A Form Number : \_\_\_\_\_ Dept. #: \_\_\_\_\_  
 (XXX-2008-XXX)

## Hire Certification Form

Referral List #: \_\_\_\_\_  
 (Example 1st, 2nd, etc...)

Hire Type:  Sr. Mgr  Interview  Non-interview  
 Student  Volunteer  Other \_\_\_\_\_

***Political reasons or factors shall not play a role in hiring. Political reasons or factors include any of the following:***

- 1 Recommendations for hiring, promotion or other employment terms of specific office holders or political party officials that are not based on personal knowledge of the job applicant's work skills, work experience or other job related qualifications. (But such recommendations from public office holders or political party officials that are based on their personal knowledge of the applicant's work skill, work experience or other job-related qualifications are permitted. )
- 2 The fact that the job applicant worked in a political campaign or belongs to a political organization, or political party. Or the fact that the job applicant chose not to work in a political campaign or to belong to a political organization or a political party.
- 3 The fact that the job applicant contributed money, raised money or provided something else of value to a candidate for public office or a political organization. Or the fact that the job applicant chose not to contribute or raise money for a candidate for public office or a political organization.
- 4 The fact that the applicant is a Democrat or a Republican or a member of any other political party or group. Or the fact that the applicant is not a member.
- 5 The fact that the applicant expressed views or beliefs on political matters such as what candidates or elected officials he or she favored or opposed, what public policy issue he or she favored or opposed, or what views on government actions or failures to act he or she expressed.

I certify that I am aware of and am in full compliance with the above stated prohibitions regarding personnel decisions by the City of Chicago insofar as they apply to me. I certify, under penalty of perjury, as provided by law, that, to the best of my knowledge and after due inquiry, political reasons or factors did not enter into any City employment actions taken with respect to the applicants in the hiring process for the above referenced position. I understand that failure to comply with the above prohibitions and/or failure to submit an accurate Hire Certification Form may result in disciplinary action up to and including immediate termination and may subject me to prosecution for perjury under Illinois law.

***Check the role(s) in the hiring process in which you participated, initial each checked box and sign at the bottom.***

<input type="checkbox"/> _____ Initial Verified Bargaining Unit	<input type="checkbox"/> _____ Initial Scheduled Interview/Test	<input type="checkbox"/> _____ Initial Participated in Consensus Meeting
<input type="checkbox"/> _____ Initial Selected Screening/Hiring Criteria	<input type="checkbox"/> _____ Initial Interviewed Candidate	<input type="checkbox"/> _____ Initial Verified CATA Record
<input type="checkbox"/> _____ Initial Verified Minimum Quals & DQs	<input type="checkbox"/> _____ Initial Conducted, Monitored or Scored Test (Circle appropriate function)	<input type="checkbox"/> _____ Initial Conducted TFC Check
<input type="checkbox"/> _____ Initial Created Job Posting	<input type="checkbox"/> _____ Initial Hiring Manager	<input type="checkbox"/> _____ Initial Candidate Selected for Hire
<input type="checkbox"/> _____ Initial Screened Applicants	<input type="checkbox"/> _____ Initial Facilitated Consensus Meeting	<input type="checkbox"/> _____ Initial Commissioner <input type="checkbox"/> _____ Initial Other

\_\_\_\_\_  
**Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_