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

Non-Bid Unit Assignment Candidates Selected for Interview Form (Continued)

Unit:_____

Candidate Last Name	Candidate First Name	Employee ID Number

Screening completed by:

_____ _____ _____
Screener Signature Screener Name (Please print) Date

_____ _____ _____
Screener Signature Screener Name (Please print) Date