

FELLOWSHIP SCREENING

DD.1 POLICY

- (a) This article establishes the policy and procedures that govern the Cook County Sheriff's Office process for considering and offering paid fellowships within each respective department of the Sheriff's Office, and is a reiteration of standing practice, which prevents any political influence in the overall fellowship hiring process.
- (b) The Cook County Sheriff's Office, in the recruitment and selection process, will assure equal employment opportunity to all candidates without regard to race, religion, color, national origin, sex (including pregnancy), age, marital status, citizenship status, military status, disability, genetic history, sexual orientation, gender identity and/or expression, political affiliation and/or influence, basing all recruitment and selection decisions on solely job-related criteria.

DD.2 PROCEDURE

DD.2.1 FELLOWSHIP RESUME POOL

Upon the request of a department head, the Department of Human Resources (HR) shall be responsible for working with designated colleges/universities to develop a Fellowship Resume Pool for candidates interested in a fellowship at the Sheriff's Office.

The Fellowship Resume Pool will be comprised of resumes of candidates. In order to be considered for a fellowship within a department of the Sheriff's Office, a candidate's resume must demonstrate technical skills, as determined by the respective department head, which are applicable to the functions of the respective position.

DD.2.2 HUMAN RESOURCES RESPONSIBILITIES

HR staff has the responsibility of ensuring that all recruitment and selection practices are applied equitably and consistently by:

- (a) Developing and maintaining the Fellowship Resume Pool in conjunction with the respective college/university;
- (b) Ensuring candidate resumes meet minimum qualifications for the essential job functions for all requested positions as determined by the respective department;
- (c) Securing approval for funding in writing from the respective department head, Executive

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Office Chief and Budget Office ;

- (d) Serving as a contact point for all candidates for fellowships;
 - 1. HR shall work with the college/university to notify candidates of prospective interviews.
 - 2. In the event an applicant/candidate is selected to a fellowship position, coordinate the intake process.

DD.2.2 DEPARTMENT HEAD RESPONSIBILITIES

The respective department head or the authorized designee is encouraged to identify positions or operational needs that may be filled by qualified fellows. Department heads or the authorized designee must timely notify HR of the request to hire a fellow and the needed knowledge, skills and abilities for the fellowship opportunity. The department head or authorized designee may hire candidates from the Fellowship Resume Pool, or, if there is no qualified candidate in the pool, then work with HR to identify colleges/universities that may provide qualified fellows.

- (a) Prior to considering fellowships for open positions, the respective department head or the authorized designee, in conjunction with the Executive Director of HR or the authorized designee, shall assess the need for fellowships that includes:
 - 1. A written request that demonstrates a need from the respective department for fellows;
 - a. The request should include a current job description and the number of fellow positions.
 - 2. The review of the Fellowship Resume Pool to ensure that candidates being considered have the knowledge, skills and abilities needed for the essential job functions and responsibilities or, if no qualified candidates are in the pool, then work with HR to identify colleges/universities that may provide qualified fellows; and
 - 3. The availability of funding to accommodate the hire.
- (b) If a determination has been made to utilize fellowship candidates in a respective department:
 - 1. The respective department head or the authorized designee shall coordinate in-person interviews, in collaboration with HR and the college/university. In the event there are more qualified candidates than the number of positions, HR, in collaboration with the department head shall document the reasons for selecting the final candidates.

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2. Make a final determination as to what applicant/candidate will receive a fellowship with the Sheriff's Office.
3. Coordinate with HR and the college/university, after a final selection has been made, to initiate the intake process.

DD.3 CERTIFICATION AND COMPLIANCE

All memorandums relating to fellowships shall include the No Political Consideration Certification (NPCC) language. The Compliance Officer may audit any process as he/she deems necessary.