Applicant Instructions: Please read the following hiring steps and content carefully. Applicants who fail to follow the hiring process or meet deadlines will not be considered further for this position. Please note that dates are subject to change based on operational considerations.

Step 1 – Submit Application and required documents online at UChicago Jobs:

1. Applications, including cover letters and resumes, must be submitted online through UChicago Jobs at https://www.uchicago.edu/jobs/#staffjobs by Monday, September 17, 2018. Applications submitted after the deadline or by other methods, such as email, fax, or mail cannot be accepted for consideration.

2. Please note: PDFs of unofficial transcripts MUST be uploaded and submitted with your online application. Unofficial transcripts and all required documents MUST be uploaded under the Resume/CV section of the application. If you need assistance during the application process please contact the Department of Safety and Security Human Resources Business Partner, Nemia Cooper at 773-834-7753. However, official University/college transcripts MUST be forwarded by September 28, 2018. Official transcripts can be sent to the Department of Safety and Security, 6054 South Drexel Avenue, 1st Floor, Chicago, Illinois 60637, Attention: Management Services.

3. Applicants who meet basic qualifications (i.e., possessing the knowledge, skills, education, and experience listed as “required” on the job posting) can attend the written test. You will be contacted directly by the UCPD if you are selected to attend the written test. Applicants who do not qualify for the position will receive a rejection notice.

Step 2 – UCPD Personal History Questionnaire & Authorization of Background Investigation Form:

1. Applicants must bring completed and signed copies of the UCPD Personal History Questionnaire as well as the Authorization of Background Investigation Form to the Written Exam on September 22, 2018.

2. The UCPD Personal History Questionnaire (PHQ) can be found online at: safety-security.uchicago.edu/police/hiring_training.

3. The Authorization of Background Investigation Form can be found online at: safety-security.uchicago.edu/police/hiring_training.

4. Applications (including cover letters, resumes, and transcripts) and UCPD Personal History Questionnaires (PHQ) will be reviewed to select applicants for written examinations and departmental interviews.

5. Applicants must take the written exam to move forward in the next step in the process

Step 3 – Written Examination:

1. The written examination will be held on September 22, 2018, at 6054 S. Drexel, Rm 144, Chicago,

*Dates are subject to change.
2. The written examination is developed by Law Enforcement Services, Inc. (LESI) and is designed to assess applicants’ backgrounds, cognitive skills, and interpersonal characteristics.

3. The written examination takes between 3 ½ and 5 hours.

4. Applicants must bring a picture ID issued by a government agency.

5. Applicants cannot be accompanied into the testing area by anyone other than the testing administrator.

*Dates are subject to change.*
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Step 4 - Personal History Questionnaire through Law Enforcement Services, Inc. (LESI):

1. By no later than September 28, 2018 applicants will receive an email from UCPD through LESI to complete an online Personal History Questionnaire. Applicants must complete the questionnaire through LESI by following the instructions in the email sent to the applicant’s email address provided in the UCPD PHQ. All applicants are responsible for ensuring that their current email provided on the Personal History Questionnaire is accurate.

2. Applicants must complete the personal history questionnaire from LESI by October 3, 2018.

Step 5A – Panel Interview:

*Note: Based on the current applicant pool scoring and LESI exam results, the strongest candidates will be invited to participate in panel interviews.

1. Panel Interviews will start on or about October 8, 2018. Applicants will be notified via email as well as phone to confirm attendance at the panel interviews.

2. Panel interviews will be located at the Department of Safety & Security, 6054 South Drexel Avenue, Chicago, Illinois 60637.

3. The interview will be conducted by a committee to assess personal accomplishments, interest in law enforcement, and interpersonal and communication skills.

Step 5B – Final Interview:

*Note: Based on panel interview results, the strongest candidates will be invited to participate final interviews with the Chief of Police

1. Final interviews with the Chief of Police will be conducted during the week of October 8, 2018 at the Department of Safety & Security, 6054 South Drexel Avenue, Chicago, Illinois 60637.

2. Conditional offers of employment will be made the week of October 15, 2018.

Step 6 – Background Investigation:

*Note: Based on final interview results with the Chief of Police, the strongest candidates will receive conditional offers. Conditional offers of employment do not guarantee that candidates will receive a final offer of employment with the department.

1. Comprehensive background investigations are completed on each potential candidate to ensure the candidate meets the UCPD's hiring standards. UCPD Investigators conduct extensive interviews with candidates and perform criminal background investigations, as well as personal and professional reference checks.

2. Appointments with department management to complete background investigations will begin the week of October 15, 2018.

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Step 7 – Psychological and Medical Evaluations:

1. The psychological and medical evaluations are thorough and it is essential that candidates be in excellent health with no conditions, which would restrict their ability to safely perform as police officers.

2. Psychological evaluations will be held at the COPS and Fire Personnel Testing Services, 200 W. Higgins Rd. Ste. 201, Schaumburg, IL 60195. Medical evaluations including physical and drug screening will be held at University of Chicago Medicine, 5841 S. Maryland Ave., Room D-136 MC 7103, Chicago, IL 60637.

Step 8 – Offer of Employment Certification:

*Note: Conditional offers of employment do not guarantee that candidates will receive a final offer of employment with the department. Candidates who do not successfully complete Steps 7 & 8 will receive a letter rescinding their offer of employment with the department.

1. Candidates will be notified whether they have satisfactorily completed steps 6 and 7 in the selection process. Conditional offers of employment will be rescinded for applicants that did not satisfactorily complete any part of steps 7 and 8.

2. Candidates should apply for Firearms Owner's Identification (FOID) Cards immediately if they do not already have one. Applications for FOID Cards can be found online at: http://www.isp.state.il.us/foid/foidapp.cfm.

3. Candidates will begin employment as police officers on November 12, 2018.

Step 9 – Orientation & Training:

1. New probationary certified police officers will complete an initial period of administrative training.

2. New recruits who are hired by UCPD who are currently certified police officers in the State of Illinois will immediately begin the UCPD Field Training Program after the initial week of administrative training is complete.

**Applicant Notice:** The University of Chicago is an Affirmative Action/Equal Opportunity/Disabled/Veterans Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a disability, protected veteran status, genetic information, or other protected classes under the law. For additional information please see the University's Notice of Nondiscrimination.

For questions on the hiring process, please contact the Department of Safety and Security Human Resources at 773-834-7753 or via email at dss-hr@uchicago.edu. Please note that some dates may be subject to change based on operational necessity.

*Dates are subject to change.