

Exhibit A

CONFIDENTIAL
Office of the Independent Inspector General
 69 West Washington Street, Suite 1160
 Chicago, Illinois 60602

POLITICAL CONTACT LOG

NOTICE

It is prohibited by law and the policies of Cook County government and the Forest Preserve District of Cook County to take any employment action for any position (such as hiring, promoting, demoting, transferring, terminating, imposing discipline or awarding overtime) based on political factors or considerations *unless* the position is considered by court order to be "exempt."

In order to ensure that the law and policies are followed, *all* employees, regardless of whether they hold exempt or non-exempt positions, have a duty to report any contact they have with any politically-related person or organization, or with any individual acting on behalf of such person or organization, if that contact involves an attempt to inquire about or affect an employment action involving an applicant or employee who is applying for or holds a non-exempt position.

This form serves as notification and an official record of any contact you may have received from a politically related person or organization. If you are contacted or know about such a contact, you are required to immediately complete this form and return it directly to the Office of the Independent Inspector General (the "OIIIG") by hand delivery or mail to 69 W. Washington Street, Suite 1160, Chicago, IL 60602-3007, or by facsimile at (312) 603-9948 and to the Compliance Administrator by hand delivery or mail to 69 W. Washington Street, Suite 840, Chicago, IL 60602-3007, or by facsimile at (312) 603-9503. You are not required to assess whether the contact is illegal; rather, you are *only* required to report its occurrence. Please provide all the information requested by this form. If you have any questions, please contact the OIIIG at (312) 603-0350 and/or your supervisor.

Name of Person Making Contact:	Title/Assignment/Affiliation:
Address:	Phone:
Method of Contact: <input type="checkbox"/> Written <input type="checkbox"/> Phone <input type="checkbox"/> Personal <input type="checkbox"/> Other:	
Name of Political/Other Organization (See note 1 below):	
Name of Employee or Applicant Referenced:	
Position Applied for and Department Referenced:	
Employment Action Referenced (See note 2 below):	
Please describe contact in detail (all information received and given). Attach a copy of letter, memo, e-mail, etc.	
(Please use another sheet if necessary)	
Date of Log Entry:	
Print Your Name:	Title:
Sign Your Name:	Telephone:

1. A "Politically-related Person or Organization" is defined as any elected or appointed public official or any person employed by, acting as an agent of, affiliated with, promoting or representing any elected or appointed public official or any political organization or politically-affiliated group.
2. Employment Action: Any change (positive or negative) related to the terms or conditions of employment including, but not limited to, recruitment, determination of eligibility, interviewing, pay, benefits, selection, hiring, transfer, demotion, promotion, detail, termination, discipline, recall, reemployment, reclassification, granting overtime or other job benefit, changing a job assignment, withholding any job benefit, imposition of any employment sanction or detriment.

Exhibit B



BUREAU OF HUMAN RESOURCES
COOK COUNTY

GRANT OF AUTHORITY

DATE TYPED

INITIALS

TO: _____
DEPARTMENT

ATTN: _____
DEPARTMENT HEAD

DEPT #	START DATE	SOC.	SEC.	NUMBER	JOB CODE	TITLE
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SALARY	HRLY	GRADE	STEP	FUND	POSITION I.D.	BUSINESS UNIT	NEW	CURRENT	FORMER
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IN ACCORDANCE WITH AUTHORITY GRANTED, IN COMPLIANCE WITH THE PROVISIONS OF THE HUMAN RESOURCE ORDINANCE, I HAVE THIS DAY APPOINTED:

FIRST	M	LAST
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NUMBER	D	STREET
--------	---	--------

CITY	STATE	ZIP
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APPOINTING OFFICER

POSITION
NON EXEMPT

(Revised 12/2/11)

FMIS INPUT DATE: _____ FMIS # _____ UNION CODE: _____

MAILED: _____ INITIAL BY: _____

With respect to all County jobs under the jurisdiction of the Cook County Board President that are not exempt under Shakman, I certify that I am aware that I am strictly prohibited from conditioning, basing or knowingly prejudicing or affecting any term or aspect of County employment or hiring upon or because of any political reason or factor or knowingly inducing, aiding, abetting, participating in, cooperating with or threatening any act which is proscribed above. I certify, under penalty of perjury, as provided by the law that, to the best of my knowledge, political reasons or factors did not enter into any County employment actions taken with respect to the above Applicant/Employee or the employment or hiring process. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution.

Exhibit C

Exhibit D

**OFFICE OF THE INDEPENDENT INSPECTOR GENERAL
COOK COUNTY, ILLINOIS**

ORAL INTERVIEW EVALUATION FORM

Position: _____

Date: _____ **Candidate's Name:** _____

Note: Interviews should be rated according to the following scale: 1=unacceptable; 2=below average; 3=average; 4=above average; 5=excellent.

Substantiate your ratings with comments in the appropriate sections.

1. **INITIATIVE/TEAMWORK** - Do the candidate's responses reveal s/he possesses initiative (e.g. consistently having done more than required)? Would this individual work well with others?

1 2 3 4 5

2. **JUDGMENT** - Does the candidate demonstrate an ability to weigh the various sides of a problem while remaining objective? Were the candidate's solutions to the situations presented illustrative of sound judgment?

1 2 3 4 5

3. **COMMUNICATION & ANALYTICAL SKILLS** -Did s/he effectively present him/herself in a clear and concise manner? Does s/he comprehend quickly the essential points of a question and answer convincingly and logically? Did the candidate answer questions in a reasonable time?

1 2 3 4 5

Candidate: _____

4. **UNDERSTANDING OF MISSION/POSITION** – Does the candidate have a clear view of the OIIG’s purpose? Did s/he accurately relate the office’s mission to efficient/effective County governance and/or honest government? Does the applicant demonstrate a sincere/genuine interest in employment in this office?

 1 2 3 4 5

5. **GENERAL SUITABILITY** – Does the applicant impress you as having the characteristics and background of experience/training/education which would enable him/her to be successful in the position for which s/he applied? Did the candidate articulate or express any biases or prejudices that might prevent him/her from effectively executing his/her duties in a fair, objective, and judicious manner (e.g. lack sensitivity)? Did the candidate appear capable of managing complex or sensitive information, or confrontational/emotional interviewees?

 1 2 3 4 5

Interviewer’s signature: _____ Date: _____

**OFFICE OF THE INDEPENDENT INSPECTOR GENERAL
COOK COUNTY, ILLINOIS**

SECOND ROUND - ORAL INTERVIEW EVALUATION FORM

Candidate's Name: _____

Position: _____

Date: _____

Please describe the characteristics, demeanor, and background of experience, training, and education that impressed you during this interview in relation to the position the applicant is being considered for.

Please identify any reservations/concerns you may have with the ability of this applicant to support the mission of the OIG and succeed in this office.

Please rate this candidate based upon his/her overall qualifications/suitability for the position the applicant is being considered.

3=excellent candidate 2=capable candidate 1=not an acceptable candidate at this time

Rating: _____

Interviewer's signature: _____

Date: _____

Exhibit E

COUNTY OF COOK

Bureau of Human Resources
118 North Clark St. Rm. 840
Chicago, Illinois 60602



Job Code:
Salary Grade:

STANDARD JOB DESCRIPTION

TITLE

Job Summary:

Typical Duties:

Minimum Qualifications:

Knowledge, Skills, Abilities and Other Characteristics:

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

Exhibit F

NO POLITICAL CONSIDERATION CERTIFICATION (NPCC)

With respect to all County Jobs under the jurisdiction of the Cook County Board President that are not exempt under Shakman, I certify that I am aware that I am strictly prohibited from conditioning, basing or knowingly prejudicing or affecting any term or aspect of County employment or hiring upon or because of any political reason or factor or knowingly inducing, aiding, abetting, participating in, cooperating with or threatening any act which is proscribed above. I certify, under penalty of perjury, as provided by the law that, to the best of my knowledge, political reasons or factors did not enter into any County employment actions taken with respect to the above Applicant/Employee or the employment or hiring process. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution.

Exhibit G

