Hiring and Supervising Family and Household Members
Conflict of Interest Form

INSTRUCTIONS: A potential conflict has been identified and you are required to certify that you will not be engaged in the following restricted activities (see below) and submit to the Division Administrator.

Hiring Process
An existing family or household member may not participate in the following activities in the hiring process:
• Reviewing resumes to narrow the candidate pool for a position with the University;
• Determining which candidates will be interviewed for the position;
• Participating in the interview process to narrow the candidate pool;
• Participating in selecting the successful candidate; or
• Participating in any other activity that is part of determining whether candidates are qualified for the position and will be hired for the position.

Supervision
An existing family or household member may not hold a supervisory position or otherwise influence decision related to a family member's evaluation or compensation, including:
• Providing feedback for performance evaluations;
• Participating in corrective action;
• Participating in decisions related to promotion;
• Participating in decisions related to merit increases or compensation;
• Participating in decisions related to performance management including discipline or dismissal;
• Entering or approving leave requests and timesheets;
• Entering or approving expenditures of funds such as travel or training requests, travel reimbursements or bridge funding; and
• Otherwise making or influencing decisions related to a family member's evaluation or compensation.

MY SIGNATURE: By signing this form I (1) certify that I have read and understand the policies and regulations referred to in this document; (2) certify that the information I have provided on this form is complete and accurate to the best of my knowledge; and (3) acknowledge my continuing obligation to complete and submit a new Conflict of Interest Form at any time during the year when there is any actual or anticipated conflict of interest not addressed by this specific review.

____________________________________  ________________
Signature       Date