

Office of EOA | Rendleman Hall 3316 | Box 1025 | Edwardsville, IL 62026 | Phone 618.650.2333 | Fax 618.650.2270

COMMITTEE MEMBER INFORMATION

Name: _____ Banner ID: _____

Title: _____

Department: _____

HIRING POSITION DETAILS

Position Hiring: _____ Job ID: _____

Department Hiring: _____

Search Committee Chair: _____

HIRING PARTICIPANT'S DISCLOSURE INSTRUCTIONS

As a participant in a hiring sequence, you have an obligation to make disclosures about any relationship, experience, or background information that may affect, or even appear to affect, the participant's ability to be impartial in the hiring process.

Not all disclosures will result in removal from the hiring and interview process, but must still be disclosed. The determination of whether a conflict or the appearance of a conflict exists such that a participant will be excluded from the hiring sequence is a decision made by the Director of EOA or a designee, not the participant completing the disclosure. To allow for this review, this form must be submitted to the EOA Director/designee no later than 5 days after the posting has closed and at least 3 days prior to the first scheduled interview. Additionally, failure to keep all facets of the interview process confidential may result in discipline, up to and including termination.

I have participated in the following roles within the interview and selection process (check all that **apply**):

- I have reviewed the position description and revised or submitted changes for revision for the position listed above.
- I have created or assisted in the creation of the hiring criteria, pre-screening/application screening questions or interview questions for this position.
- I have participated in the pre-screening/application screening for this position.
- I am participating as a panel member (scoring member or technical advisor) in the interviews for this position.

CERTIFICATION (mark all that apply)

- I certify that information pertaining to the interview (hiring criteria, interview questions, scoring information) has not been and will not be divulged or shared with anyone outside of this panel or the agency's administration.
- I certify that information that I am NOT aware of any attempt to manipulate or influence this hiring sequence for political or other non-merit based reasons.
- I have a present or past relationship, or have a potential conflict of interest regarding the following applicants/interviewees (all relationships disclosed on page 2). I understand that I can continue to participate only if the EOA Office determines that no conflict exists.

RELATIONSHIP DISCLOSURE

In the space below or on additional pages, participants must disclose relationships or circumstances that might affect their ability to serve impartially or might create an appearance of a conflict. This includes but is not limited to disclosure of any: personal relationships, professional relationships; political connections; family relationships; circumstances or events involving the applicants/interviewees.

When making disclosures, participants should consider all aspects of their professional, political, social, familial and personal lives and disclose all ties between the participants or the participant's family members and the applicant/interviewee, no matter how remote they may seem. If you need to think about whether a disclosure is appropriate, then make the disclosure.

Failure to disclose may result in the position being reposted and may also result in discipline, up to and including termination.

The Office of EOA has the authority to determine whether or not a conflict, real or perceived, can exclude one from participating in the screening, interview, and hiring process.

By signing below, I certify that the information I have provided in this form is accurate and truthful to the best of my knowledge.

Participant Name

Participant Signature and Date

By signing below, I certify that the information in this form is accurate and truthful to the best of my knowledge.

Search Committee Chair Name

Search Committee Chair Signature and Date

EOA Staff Only

By signing below, I have determined that:

no conflict exists.

a potential/appearance/actual conflict exists such that this participant should not participate in the hiring sequence.

EOA Director or Designee Name

EOA Director or Designee Signature and Date