

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

COMMITTEE MEMBER INFORMATION

Name: _____

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. This form must be completed by any search committee member or other participant in a hiring process, who has any type of personal relationship with, or knowledge of, a candidate being considered for a position. All such disclosures should be submitted to the Search Committee Chair. If a relationship exists such that committee member cannot conduct a fair and unbiased review of all candidates, or if any familial relationship exists with any candidate, the member must recuse themselves from the discussion or evaluation of such candidate(s). Additionally, failure to keep all facets of the interview process confidential may result in disciplinary action.

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

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 by me, with anyone outside of the Search Committee or others evaluating the candidates.

I certify 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).

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 disciplinary action, in accordance with applicable procedures.

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

I am not aware of any conflicts of interest that have or would appear to have a familial, personal, professional, commercial or financial relationship with a candidate that may compromise, or appear to compromise, a fair and equitable recruitment and selection process and outcome.

I understand that should a conflict of interest arise at any point in the search process, I am obligated to immediately disclose this information to the Search Committee Chair. The Chair will determine (in collaboration with EOA if necessary) if I should withdraw from the committee or recuse myself from deliberations related to the candidate with whom the conflict exists.

Participant Name

Participant Signature and Date

If questions arise on whether a disclosure constitutes a potential conflict of interest or if there are concerns regarding a committee member's refusal to recuse themselves, Search Committee Chairs are to refer to their [search committee training](#) for guidance. If the Search Committee Chair requires further clarification, they should contact the EOA Office.