



Relationship Disclosure & Conflict of Interest Certification

PARTICIPANT INFORMATION

Agency Name: _____

Name: _____

Bureau/Unit: _____

Title: _____

HIRING SEQUENCE INFORMATION

Title: _____

Dates of Interviews: _____

Position #: _____

EPAR/IPR/Tracking No.: _____

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 Agency Personnel Officer or designee, not the participant completing the disclosure. To allow for this review, this form must be submitted to the Agency Personnel Officer/Designee 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 discharge.

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

- I have reviewed the position description (CMS 104 or equivalent) 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 (Please mark **all** that apply)

- I certify to the best of my knowledge and belief, that I have no relationships with applicants/interviewees for this position.
- 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 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 Personnel Officer determines that no conflict exists.



Relationship Disclosure & Conflict of Interest Certification

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 participant 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 discharge.

Your Personnel Office 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.

Title Date Participant Signature

By signing below, I have determined that:

- no conflict exists or
- a potential/appearance/actual conflict exists such that this participant should not participate in the hiring sequence.

Title Date Agency Personnel Officer/Designee Signature