



## Attestation of Hiring Process

**Section I – System-Wide**  
**(for FTE, Research Grant, and Time-Limited Faculty and Staff Positions)**

Campus:	Department:
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Hiring Manager:
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Requisition Number:	Job Title:
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Selected Candidate:
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As the hiring official responsible for the position, I attest that during this hiring process, I have both disclosed any conflicting relationship I may have had with the selected candidate and have ensured the members of the search committee/interview panel are aware of their responsibility to disclose any relationship to the selected candidate. I have discussed with members of the panel any conflicting relationships they disclosed to me. I attest that appropriate decisions were made to recuse any member as necessary to ensure a fair hiring process. I recommend the above candidate for this position.

Hiring Manager's Signature	Date

**Listing of Selection Committee Members (Please Print Names)**


**Section II – Columbia Campus Only**  
**(for FTE, Research Grant, and Time-Limited Staff Positions)**

I certify that the selected candidate meets the minimum qualifications for this position as indicated on the job posting.

Hiring Manager's Signature	Date

HR Contact's Signature	Date

**Please attach this form to the hiring packet that is sent to the Division of Human Resources for processing.**

**Definition of Conflicting Relationships: Attestation of Hiring Process Form Relationship Categories to Consider:****Any Relative**

The University's [Nepotism policy HR 1.27](#) clearly sets forth types of relatives (family members) who cannot be employed based on their relationship to the hiring manager. They include: the spouse, parent, brother, sister, child, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, grandchild, or a member of the individual's immediate family which is defined as follows: 1) A child residing in employee's household and 2) an individual claimed by the employee or the employee's spouse as a dependent for income tax purposes.

For purposes of the conflicting relationship referenced on the form, a hiring manager or member of the selection committee must disclose to the committee if the candidate is a relative or, in the case of the hiring manager, disclose this relationship to his/her manager.

A relative of an employee is not necessarily precluded from being hired, but family members (as defined by [Nepotism HR 1.27](#)) may not be included on the selection committee or in the hiring process, therefore requiring the committee member to recuse himself/herself.

**Friend**

If the candidate is a close personal friend of the hiring manager or a member of the selection committee, the hiring manager or committee member shall disclose the relationship and recuse himself/herself from the hiring process. The hiring manager shall avoid hiring the close friend. If the candidate is an acquaintance of a member of the search committee or the hiring manager, the member should be able to be objective in the hiring process however the relationship requires disclosure to the committee for transparency.

**Current or Former Coworker, Direct Report or Professional Colleague**

If the candidate is a former co-worker, subordinate or professional colleague of a member of the selection committee or hiring manager, this relationship requires disclosure to the committee and his/her manager for transparency, but may not interfere with the hiring manager or committee member's ability to be fair in the process. The hiring manager or committee member should consider the implications of continuing to serve on the committee. Sometimes these are the best hires because the member of the selection panel is familiar with the candidate's work products, work habits, and working relationship.

**Recruited Candidate**

If the hiring manager or member of the search committee has helped recruit someone to apply for a job and they don't fall into the first 2 categories (a relative or friend), they will likely be able to be impartial and continue to serve on the selection committee. This is not uncommon but rather encouraged in some areas. However, if the recruited candidate is also a relative or close friend, the panel member/hiring manager must recuse himself/herself as appropriate and outlined above.

**Other Relationships**

If a member of the selection committee or hiring manager has any other relationship with a candidate that a reasonable person could view as limiting objectivity, this relationship must be disclosed to the committee and his/her manager, and the committee member/hiring manager recuse himself/herself accordingly.