# **Recruitment & Selection Panel**

## Disclosure of a Conflict of Interest

This form is to be completed by a member of a selection committee if you have an actual, potential or perceived Conflict of Interest in a recruitment process.

For further information, please visit the [Conflict of Interest policy and procedures](https://ppl.app.uq.edu.au/content/1.50.11-conflict-interest). For examples of commonly occurring scenarios during a recruitment process, please visit the [Legal, Risk and Governance COI webpage](https://staff.uq.edu.au/information-and-services/legal-risk-and-governance/disclosures/conflict-interest?p=1#1).

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| STAFF MEMBER DETAILS | | |
| Name: | | Role in Selection Process:  Panel  Chair |
| Position: | | Org Unit: |
| Based on the Conflict of Interest policy, I declare that I have:  An actual conflict  A perceived conflict  A potential conflict | | |
| DETAILS OF THE RECRUITMENT PROCESS | | |
| UQ Careers Number: | Position Title: | |
| SITUATION OR CONFLICT OF INTEREST | | |
| Name of impacted candidate/s: | | |
| Please provide a brief outline of the nature of the conflict: | | |
| Please detail the arrangements proposed to resolve or manage the conflict: | | |
| Signature: | | Date: |
| CHAIR DECISION | | |
| I have reviewed this disclosure and:  No further action is necessary in relation to this matter; or  I recommend as follows:  I have referred the matter to a higher authorised officer | | |