# **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 |