**Date:**  Click here to enter a date.

**Subject:** Request to hire relative in the same department/division

**To:** Choose an item.

**From:** Click here to enter text.

**On Behalf of Division/College’s Senior Leadership:** Click here to enter text.

The department of Click here to enter text. is requesting approval to hire the candidate below who currently has a relative employed within our department/division/college.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Candidate Information | |  | | | |  | |
| **Name:** | | | | Click here to enter text. | |  | |
| **Position Title:** | | | | Click here to enter text. | |  | |
| **Department/Division:** | | | | Click here to enter text. | |  | |
| **Supervisor:** | | | | Click here to enter text. | |  | |
|  |  | | |  |  | |  | | |  | |
| Employed Relative | | | | | | | | |
| **Name:** | **Title:** | | **Department/Division:** | | **Relationship:** | | | | **Supervisor:** | |
| Click here to enter text. | Click here to enter text. | | Click here to enter text. | | Choose an item. | | | | Click here to enter text. | |
|  |  | |  | |  | | | |  | |

There will not be any supervisory line of authority (direct/indirect) between the candidate and the employed relative.

Please see below for the appropriate work-related interaction:

These individuals may interact in a work-related capacity. However, this interaction will not

violate the Nepotism policy.

These individuals will not have any work-related interaction.

If you have any questions, please contact me at Click here to enter text..

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Supervisor of Position Signature) (Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Division/College Leadership Signature) (Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Provost/EVP Signature) (Date)