

CALIFORNIA INSTITUTE OF TECHNOLOGY

Name of Applicant _____ Division/Department _____

Name of Relative _____ Supervisor _____

Relationship _____

NEPOTISM EVALUATION

1. Describe the supervisory/managerial relationship between the two employees, (i.e., supervision, evaluation of performance or impact on compensation).
2. How do their employment tasks overlap? Does such employment interfere with the work effectiveness of either or both?
3. Is either relative in a position which could directly or indirectly work to the advantage of the other? Describe the situation and what steps will be taken to monitor it.
4. Describe the makeup of the work group (staff, faculty, students). Does the employment create tension or disruption with others in the work group? How will this be minimized?
5. What are the disadvantages to the Institute in maintaining both in the same department?

Recommended by: _____
Supervisor/Manager _____ Date _____

Division/Department Administrator _____ Date _____

Approved by: _____
Director of Employee Relations _____ Date _____