

Employee and Organizational Development

Mail Code 206-85

Pasadena, CA 91125

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## Nepotism Evaluation Form

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Relatives, members of the same family or household, or persons with whom the employee has a personal relationship may be considered for employment. However, there are significant restrictions on their employment in the following circumstances:

- Such employment shall not result in the appearance of or create a conflict of interest. For example, such employment will not result in a direct reporting relationship.
- No employee will seek preferential treatment or attempt to improperly influence the employment of a relative, including participating on a search committee if a relative is a candidate or providing grant funds for such employment.

Relatives are defined as any family member including but not limited to parents, spouses, domestic partners, children, brothers, sisters, in-laws, an individual with whom the employee has a significant personal relationship, any individual who is a member of the employee's household, or who cohabitates with the individual.

Please check the appropriate box(es): ☐ New Hire ☐ Change in Position ☐ Other \_\_\_\_\_

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Currently Employed Relative Name

\_\_\_\_\_  
Applicant Job Title

\_\_\_\_\_  
Relative Job Title

\_\_\_\_\_  
Supervisor/Manager

\_\_\_\_\_  
Supervisor/Manager

\_\_\_\_\_  
Division/Department

\_\_\_\_\_  
Division/Department

\_\_\_\_\_  
Position Type

(e.g., Regular, Temporary, Term, Occasional)

\_\_\_\_\_  
Relationship to Applicant

- |  |  |
|--|--|
| 1. Will this employment action create a direct or indirect reporting relationship between you and the disclosed relative?  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. Will either party have authority or influence over employment decisions affecting the other (e.g., assignments, evaluations, promotions, timekeeping, leave approvals, or disciplinary actions)?  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. Will your job duties and those of the disclosed relative intersect in a way that could create an actual or apparent conflict of interest (such as shared responsibilities, access to confidential information, overlapping projects, or financial oversight)? | <input type="checkbox"/> YES <input type="checkbox"/> NO |

\*Required: Describe what steps will be taken to minimize any actual, potential or perceived conflict of interest:

*(Number any pages you attach to this statement)*

I CERTIFY THAT THE INFORMATION PROVIDED IS ACCURATE TO THE BEST OF MY KNOWLEDGE. I WILL PROMPTLY REPORT ANY CHANGES INVOLVING A FAMILY OR HOUSEHOLD MEMBER AS REQUIRED BY THE INSTITUTE'S **PERSONNEL MEMORANDA PM 9**, SECTION 4.1. IF I OR A RELATED INDIVIDUAL CHANGE POSITIONS WHILE BOTH REMAIN EMPLOYED, I WILL SUBMIT A NEW NEPOTISM EVALUATION FORM SO THE INSTITUTE CAN REASSESS THE WORKING RELATIONSHIP TO ENSURE COMPLIANCE AND PREVENT ANY CONFLICT OF INTEREST.

\_\_\_\_\_  
Applicant Name (Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name (Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please submit completed form to Employee and Organizational Development, [eod@caltech.edu](mailto:eod@caltech.edu).  
Once finalized, a copy of the form will be sent to all involved parties and their respective supervisors.

Approved by: \_\_\_\_\_

\_\_\_\_\_  
EOD Representative

\_\_\_\_\_  
Date

Return to: EOD MC 206-85