

## EMPLOYMENT OF IMMEDIATE FAMILY MEMBER HIRING REQUEST FORM

**Instructions to Hiring Unit:**

This form is designed to assist the campus in complying with the University’s Employment of Relatives policy (see the [University of Illinois Statutes, Article IX, Section 2](#), which states:

*No individual shall initiate or participate in institutional decisions involving a direct benefit (initial employment, retention, promotion, salary, leave of absence etc.) to a member of the individual’s immediate family. “Immediate family” includes an individual’s spouse, ancestors and descendants, all descendants of the individual’s grandparents, and the spouse of any of the foregoing.”*

Please complete the information below and attach a conflict management plan. Return this form and your conflict management plan for review and approval **PRIOR** to making an offer of employment, to Illinois Human Resources: [IHR-General@illinois.edu](mailto:IHR-General@illinois.edu), or for Undergraduate Student employees to the Office of Student Financial Aid, Student Employment: [studentemploy@illinois.edu](mailto:studentemploy@illinois.edu). (**Note:** Submitting a request after an offer has been made may delay the intended start date or result in the offer being rescinded.) Forms should be reviewed and submitted by Unit HR.

**To Be Completed by the Hiring Unit:**

Proposed New Hire Name: \_\_\_\_\_

UIN (if applicable): \_\_\_\_\_

**Please complete the following about the proposed new employee:**

Department/Unit	
Proposed Start Date	
Proposed Employee’s Name	
Proposed Employee’s Position Title	
Proposed Employee’s Campus Address	
Name of Proposed Employee’s Supervisor	
Title of Proposed Employee’s Supervisor	
Campus Address of Proposed Employee’s Supervisor	

**Please complete the following about the Relative of the proposed new employee:**

Relative’s Name	
Relative’s Permanent Position Title	
Relative’s Campus Address	
Name of Relative’s Supervisor	
Title of Relative’s Supervisor	
Campus Address of Relative’s Supervisor	

# **I ILLINOIS**

## Human Resources

**Please answer the following questions:**

1. Is this a new position or a backfill?

(Circle One) **New Position** **Backfill**

2. How did the proposed hire hear about the position? \_\_\_\_\_

\_\_\_\_\_

3. Who was involved in the hiring process, and who made the final decision to hire? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Were there other applicants for the position? (Circle One) **Yes** **No**

If yes, were other applicants interviewed? If no, why not? If yes, why was the family member chosen over other applicants? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If no, how long was the position posted and what was done to attempt to obtain more applicants?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. What is the reporting structure for both the proposed new hire and their family member? Please attach an org. chart.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Is the reporting line being changed in order to manage the conflict? (Circle One) **Yes** **No**

If yes, please provide details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# **I ILLINOIS**

## Human Resources

7. Is this position funded by a grant and/or gift funds? (Circle One) **Yes No**

If yes, please provide details (including who owns or controls the funding): \_\_\_\_\_

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8. Is there any other information you would like to include? \_\_\_\_\_

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### **Student Employees Only:**

Is the applicant eligible for Federal Work Study? (Circle One) **Yes No Unknown**

#### **Student Employees:**

\_\_\_\_\_  
Student Employee Signature                      Date

\_\_\_\_\_  
Student Employee's Relative's Signature                      Date

\_\_\_\_\_  
Unit/Department HR Rep Signature                      Date

\_\_\_\_\_  
Department Head Signature                      Date

#### **All Other Employees:**

\_\_\_\_\_  
Unit/Department/College Approval                      Date

\_\_\_\_\_  
Supervisor Approval                      Date

\_\_\_\_\_  
Illinois Human Resources Approval                      Date

Questions regarding conflicts should be referred to Labor and Employee Relations, 333-3105 or [IHR-  
LER@mx.uillinois.edu](mailto:IHR-<br/>LER@mx.uillinois.edu) for all employees other than Undergraduate Students, and to the Office of Student Financial Aid, Student Employment, [studentemploy@uillinois.edu](mailto:studentemploy@uillinois.edu) or 333-0600, for Undergraduate Student appointments.