

Conflict of interests in recruitment and selection



Interactive form

Identifying conflicts of interest in recruitment and selection



Purpose

All panel members and decision makers must complete this form to declare and manage any actual, perceived or potential conflicts of interest for a recruitment and selection process they are involved in, or to confirm that no conflict of interest exists. This is a mandatory requirement of [Recruitment and selection \(Directive 07/23\)](#).

A conflict of interest may include:

- any professional and/or personal relationship with an applicant or another person involved in the recruitment and selection process which may create a conflict of interest for example, prior knowledge of an applicant from a supervisory relationship, friend or family member.
- any connection with an applicant or another person involved in the recruitment and selection process which may create a conflict of interest, for example any affiliations to an applicant other than a professional or personal relationship.

This form must be completed:

- for all recruitment and selection processes conducted in accordance with the directive, including where a chief executive exempts a vacancy from advertising or elects to limit the advertising to a certain cohort.
- by all panel members, upon receipt of all applications for the vacancy (including any late applications), prior to the commencement of selection activities.
- by person/s conducting assessments in accordance with section 44 of the Act in cases of vacancies approved for limited or exemption from advertising (where a formal panel isn't established).
- at any other time during a recruitment and selection process that a new conflict of interest or amendment to an existing conflict of interest is identified.

If a conflict of interest has been declared, the person/s involved in the process should take no further action regarding the recruitment and selection process until advised by the appropriate delegate.

The form must be signed by the appropriate delegate to confirm how the conflict of interest will be managed, or that no conflict of interest exists.

Once this form has been completed, the agency's declaration of interests policy and procedure must be followed, including the process for recording and storing conflict of interest declarations.

Where a conflict of interest has been declared, the panel chair must be advised of the delegate's determination, including the decisions about how to manage the conflict. This information should also be included in the selection report.

Upon receipt of selection documentation, such as selection report, or recommendation to directly appoint a person in cases of exemption for advertising, decision makers must consider and declare whether or not they have a conflict of interest relating to the recommended applicant/s.

This declaration must form part of the approval process within agencies. In cases where a conflict of interest is declared by a decision maker, appropriate action must be taken to resolve the matter in the public interest.

For assistance in assessing whether you may have a conflict of interest, refer to the [online self-assessment tool](#) – conflict of interest in recruitment and selection.

1 Part one—panel members to complete

Vacancy title

Area/branch	
Department	
Vacancy reference number (if applicable)	

Panel member one—panel members to complete

Detail any actual, perceived or potential conflict of interest (including professional knowledge of applicants)

Nature of the relationship or connection:

Recommended mitigation strategies

Detail how any impacts arising from the identified conflict of interest may be minimised and managed in the public interest:

Declaration

I, _____ declare that:

I understand what constitutes a conflict of interest in a recruitment and selection process, and

I have identified any actual, perceived or potential conflicts of interest relevant to my involvement with the recruitment and selection process identified above, or

I have no conflict of interest to declare relevant to my involvement with the recruitment and selection process (no personal or professional relationships or any other connection with any of the applicants)

Signed	Date
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Panel member two—panel members to complete

Detail any actual, perceived or potential conflict of interest (including professional knowledge of applicants)

Nature of the relationship or connection:

Recommended mitigation strategies

Detail how any impacts arising from the identified conflict of interest may be minimised and managed in the public interest:

Declaration

I, _____ declare that:

I understand what constitutes a conflict of interest in a recruitment and selection process, and

I have identified any actual, perceived or potential conflicts of interest relevant to my involvement with the recruitment and selection process identified above, or

I have no conflict of interest to declare relevant to my involvement with the recruitment and selection process (no personal or professional relationships or any other connection with any of the applicants)

Signed

Date



Panel member three—panel members to complete

Detail any actual, perceived or potential conflict of interest (including professional knowledge of applicants)

Nature of the relationship or connection:

Recommended mitigation strategies

Detail how any impacts arising from the identified conflict of interest may be minimised and managed in the public interest:

Declaration

I, _____ declare that:

I understand what constitutes a conflict of interest in a recruitment and selection process, and

I have identified any actual, perceived or potential conflicts of interest relevant to my involvement with the recruitment and selection process identified above, or

I have no conflict of interest to declare relevant to my involvement with the recruitment and selection process (no personal or professional relationships or any other connection with any of the applicants)

Signed	Date
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2 Part two—delegate to complete

Decision and declaration

I have considered the information provided by panel members and have determined that a conflict of interest

DOES **DOES NOT**

exist for this process.

In cases where a conflict of interest does exist,

I AM SATISFIED **I AM NOT SATISFIED**

that the proposed strategies are sufficient to manage the conflict in the public interest, and I have communicated this information to the chairperson of the panel.

Additional comments and/or instructions to the panel:

I confirm I have the delegated authority to manage a conflict of interest declaration in the public interest. I confirm I have considered all of the information provided to me.

Where a conflict of interest has been declared, I have considered this and determined an appropriate course of action to maintain the integrity of the recruitment and selection process in the public interest.

Decision maker's name	
Position title	
Signature	
Date	

Note: a delegate must separately consider and declare the existence or absence of any conflict of interest relating to the recommended applicant/s at the time of reviewing and approving the selection documentation.