



## **Conflicts of interest: Declaring conflicts of interest during the recruitment process**

Before you begin to shortlist, we advise that you check the list of applicants to ensure that there is/are no conflict(s) of interest. Conflict of interest arises where the panel member has (or has had) a personal or working relationship with an applicant, or is related to, or has prior knowledge of the applicant outside of the work environment which could in any way affect the decision they make.

Examples of conflicts of interest could include, but are not limited to the following:

- Where a panel member is involved in the shortlisting and/or interviewing of a candidate who is a spouse, partner, close friend or other family member
- Where a panel member is a supervisor or a co-supervisor of a PhD candidate who has applied for a job
- Where a panel member is a co-author on more than one journal article or publication with a candidate who has applied for a job
- Where a panel member has a close working relationship with a candidate who has applied for a job, such as previous line management responsibility or previous relationships as a client and/or consultant.

Please declare your conflict of interest to your designated HR Adviser who will pass this on the VCAC (for academic and research posts) or the Chair of the panel (for professional and support staff) for consideration.

HR will provide the VCAC or the Chair of the panel with advice on the implications of the declared conflict of interest and make a recommendation on the next steps. The VCAC/Chair of the panel will consider this information and make a decision regarding your continued involvement in the process.

In the event that the conflict of interest arises after the shortlisting process has already taken place, please inform your HR Adviser as soon as it occurs. Please note that it is your responsibility to notify HR of any conflict of interest at any stage during the recruitment process.