

**NEAR RELATIVE REQUEST FOR NEW HIRE EMPLOYMENT
TEMPLATE**
(Individual will not start until Near Relative is approved)

Hiring Department Name:

Date:

To: HR Employment Consultant/Recruiter

Re: Near Relative

I am requesting approval to hire (name) for (position title) Vacancy Number #(), a near relative of (name and title of current relative in the department). By policy (380-13), the relationship is (describe the type of working relationship in your recommendation for hire. **NOTE: Near relative--spouse, domestic partner, parent, child, or sibling, an in-law or step-relative, or aunt or uncle, in one of these relationships. Also, a relative of a domestic partner in one of these relationships or a person residing in the same household as the employee or the familial or changes to work relationship of two current employees so that the employees become near relatives in the same department).**

As noted in policy, approval is required prior to employment of near relatives in the same department and if in the best interest of the University. The position was advertised in (list all recruitment efforts). The recruitment effort resulted in an applicant pool of (identify number of applications received, the recruitment and selection process involved including selection panel members, special skill requirements, etc. and any other information to support your recommendation for hire).

The working relationship will be (describe the working conditions that will or will not exist including direct or indirect supervisory relationship, same supervisor, or close working relationship, possible conflicts of interest and proposed way to eliminate them, third party reviews for evaluating performance, etc.)

Upon approval, I understand a copy of this letter will be placed in the department and central HR personnel files for each near relative employee named in this request.

Sincerely,

Hiring Authority and Title

HR Approval

Cc: Department Personnel File
HR Central Personnel File