

## Nepotism Evaluation Form FAQs

9.18.2024

### 1. How does Caltech define “relative”?

*A relative is defined as any family member including but not limited to parents, spouses, domestic partners, children, siblings, 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.*

### 2. When should I fill out the form?

*The nepotism evaluation form should be filled out by the hiring manager and submitted to Employee and Organizational Development (EOD) for review if the hiring manager is interested in interviewing an applicant with a relative at Campus or JPL. If you know that one of your candidates has a relative at Campus or JPL, please inform your Recruiter as soon as possible.*

### 3. Why do I need to fill out a nepotism evaluation form if my new hire is in a different department than their relative?

*Institute policy requires a nepotism evaluation form to review the relative’s job responsibilities and ensure that there is no conflict or perceived conflict. Even if a new hire will not be in the same department or division as their relative, additional information is helpful in order to understand how the relationship will be managed, particularly if there is a potential overlap in responsibilities or a need for the positions to collaborate due to Caltech projects and/or duties.*

### 4. My employee is being promoted. Do I still need to fill out a nepotism evaluation form?

*Because a new role may incorporate new responsibilities that could impact the work of the relative, it is necessary to complete a new nepotism evaluation form that includes information regarding the new responsibilities.*

### 5. How long should I anticipate the review process to be?

*In general, please allow at least three business days for review. EOD may reach out to the hiring manager if more information is needed.*