



Conflict of Interest Determination Worksheet

IMMEDIATELY UPON RECEIPT OF APPLICATION (AND/OR CONSENSUS SCOREBOOK),
PLEASE CHECK FOR CONFLICTS OF INTEREST

The purpose of this worksheet is to ensure you do not have a conflict of interest or what could be perceived as a conflict with the Applicant you are assigned to review:

Applicant Organization:

The integrity of the Baldrige Program hinges, in large part, on the avoidance of conflicts of interest between examiners, judges, and applicants.

Conflict of Interest Determination Process

Step No. 1: Read/review the following documents:

- Applicant’s Eligibility Certification Form
- Applicant’s Additional Information Needed Form
- Applicant’s Organizational Profile
- Applicant’s Organizational Charts
- Figures, tables, lists in the Application

Step No. 2: Answer the questions below: *Yes*; *No*; or *DK* (Don’t know).

If you answer “Yes” or “DK” to one or more of these questions do not inquire within your own organization and immediately contact your PENW/WSQA liaison immediately.

	NO	YES	DK
1. Is the Applicant your current employer, client, or parent organization?			
2. Is the Applicant currently owned or controlled by your employer, client, or parent? For example, is Applicant a sub-unit or division of your parent organization?			
3. Is the Applicant your employer, your client, or your employer’s or clients’ parent organization from less than five years ago?			
4. Will you be seeking employment with the Applicant within the next three years?			
5. Have you recently (within five years) been terminated, resigned, or retired from the Applicant’s organization, parent, or another sub-unit or division of the Applicant’s parent organization?			
6. Is your employer or client listed as a key supplier, partner, customer, competitor or			

benchmark associate of the Applicant?			
7. Is the Applicant or the Applicant's parent a key partner, customer, or competitor of your employer, your parent organization, or a sub-unit or division of your employer? ("Key" may also be defined as at least five percent).			
8. Did you help prepare or review (paid or unpaid) all or part of the Application or evaluate the Applicant within the last three years?			
9. Did you or any of your family member(s) have a financial interest in the Applicant, the Applicant's parent, or a key competitor of the Applicant? (This includes financial interests such as stocks, bond, and retirement funds. Mutual fund holdings are only of concern if the mutual fund family is the Applicant).			
10. Do you have considerable knowledge about the Applicant through personal interactions (paid or unpaid), company relationships, family, or friends?			
11. Do you know of any reason why there might be a conflict or perceived conflict with Applicant? Examples may include, but are not limited to: <ul style="list-style-type: none"> • Anyone you may know on the Organizational Chart(s) • A close friend or relative you may know who works for the Applicant • A recent personal interview with the Applicant • Benchmarking studies between you and/or your organization and the Applicant 			

Do you have a conflict or potential conflict with the Applicant-Organization to which you have been assigned? Circle one: YES NO

Circle No if you do not have a conflict. If you circle, Yes, you will be excused from this assignment; and PENW/WSQA will proceed with another examiner.

Name/Title: _____

Organization: _____

Preferred Mailing Address: _____

Telephone No.: _____

Email address: _____

Signature: _____ Dated: _____

Please return this signed form to your PENW liaison.