

# Personnel File Review Request Form

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Telephone Number/Extension: \_\_\_\_\_

I hereby request to view my personnel file. I understand that I must make an appointment and that I will only be allowed to review the file with a Human Resources staff member. I also understand that I may request copies of documents within the file.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Once submitted, you will be contacted by a Human Resources representative to schedule your appointment viewing time.

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Date Request Received: \_\_\_\_\_ Date File Reviewed: \_\_\_\_\_

HR representative present when file is reviewed: \_\_\_\_\_

Copies requested of: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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Date copies completed: \_\_\_\_\_