

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: _____

Date copies completed: _____