



Human Resource Services

Personnel File Review Request

An employee representative, employee, or former employee must present a valid driver's license or other government issued identification with a photograph for identification purposes.

EMPLOYEE INFORMATION

Employee Name _____ Phone# _____

ID # _____

Administrator/CAST Classified FT Faculty PT Faculty Student Short-Term

PERSONNEL FILE REQUEST

I request to: inspect receive a copy of the items listed below from my personnel file.

Employee Signature _____

Date _____

AUTHORIZATION OF AN EMPLOYEE REPRESENTATIVE

I authorize the representative named below to:

inspect receive a copy of the items listed below from my personnel file.

Representative Name _____

Phone# _____ Email: _____

Employee Signature _____

Date _____

COPY REQUEST

List items you would like copied from personnel file. Hard Copy or Electronic Copy

HUMAN RESOURCE SERVICES

Initial Date

- _____ The identity of the employee requesting access to this file was verified.
- _____ The identity of the representative accessing this file was verified (if applicable).
- _____ The file was reviewed in my presence and/or copies were provided and no documents were altered, added, or removed from the file.

HRS Representative Signature _____

Printed Name _____

Date _____