



New Paltz
STATE UNIVERSITY OF NEW YORK

Human Resources, Diversity & Inclusion, Haggerty 603
(845) 257-3171 Fax: (845) 257-3956

CLASSIFIED SERVICE
REQUEST TO VIEW PERSONNEL FILE

I request to view my personnel file with a representative from the Office of Human Resources, Diversity & Inclusion (HRDI). I understand that a representative from HRDI will contact me to schedule a review date.

Date

Employee Full Name (print)

Employee Signature

HRDI USE ONLY

File Prep by _____

Scheduled Review Date _____

File Review:

Copies Requested: No Yes*

* If Yes, employee will list documents requested. Review and apply Contractual provision regarding copies of materials.

Employee Signature

Date

HRDI Representative Signature

Date