

CLASSIED SERVICE
Request to View Personnel File

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

Employee Print

Employee Signature

Date

-----HR 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

HR Representative Signature

Date