

REQUEST TO REVIEW PERSONNEL FILE

CHECK APPROPRIATE LINE

- I hereby request permission to review my personnel file.
- I hereby designate _____ to be my agent(s) and therefore authorized to inspect my personnel file to the limits listed below.

Please indicate below either the purpose of your request or the particular parts of your personnel file to be inspected by you and/or the designated agent(s) named above:

Signature

Date

Title

Department

Your HR Strategic Partner or HR Consultant will schedule a time for you and/or your designated agent(s) to review your personnel file. Please see HR60, Access to Personnel Files, for further details.

Request received by _____ Date _____

File provided by _____ Date _____