

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

Submit your request to the HR Shared Services Center for processing. Notification will be provided when the record is available.

Request received by _____ Date _____

File provided by _____ Date _____