

## Request to View Personnel File

I \_\_\_\_\_ request to view my personnel file on \_\_\_\_\_  
with a representative from Human Resources.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

-----**HR Use Only**-----

Scheduled Review Date \_\_\_\_\_

HR Representative \_\_\_\_\_

Copies Requested  No  Yes (if yes, list items requested)

\_\_\_\_\_  
HR Representative Signature

\_\_\_\_\_  
Date