

## Request to View Personnel File Form

**Employee:**

Complete Section 1 of form and return to HR Department/Department Supervisor. An appointment will be arranged within 48 hours to review your file.

### **Section 1**

I, \_\_\_\_\_ request an appointment to view my personnel file on \_\_\_\_\_ with a representative from Human Resources and I understand any copies from my personnel file I request may incur a nominal cost (\$.05 per page after 50 pages).

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

\_\_\_\_\_  
Date

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### **Section 2**

#### HR Use Only

Scheduled review date \_\_\_\_\_ HR Representative \_\_\_\_\_

Employee Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Department/Location \_\_\_\_\_

Work Telephone or Extension \_\_\_\_\_

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

Total cost \_\_\_\_\_

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

**Place copy of this form in Personnel File following inspection.**