

Academic Human Resources and Records (M/C 900)
Human Resources Department
715 South Wood Street
Chicago, Illinois 60612-7221
(312) 413-3490 Fax: (312) 996-1803

REQUEST FOR ACCESS TO PERSONNEL FILE

DATE:

TO: HUMAN RESOURCES

In accordance with Federal Law and University policy, I would appreciate the opportunity to examine my personnel file maintained in the Human Resources Department. I understand the examination would take place within seven workdays of this request and it is my responsibility to make the appointment.

EMPLOYEE'S NAME: _____

DEPARTMENT: _____ EXT: _____

JOB TITLE: _____

REASON FOR THIS REQUEST: _____

On this day I examined my personnel file in the Human Resources Department.

EMPLOYEE'S SIGNATURE

DATE

HUMAN RESOURCES REP. SIGNATURE

DATE