

PACIFIC UNIVERSITY

REQUEST TO VIEW PERSONNEL FILE

Employees who request to view their Personnel File may do so in the presence of a Human Resource Representative. Employees should fill out this request form and an appointment will be made for them to view their file.

EMPLOYEE NAME:

DATE:

DATE FILE VIEWED:

COPIES REQUESTED?: YES _____ NO _____

I requested to and have viewed my personnel file.

Employee Signature:

Human Resources Representative Signature:
