In accordance with Policy & Rules for Civil Service Staff (Policy 18.04), supervisors may have access to their employee's records. Potential supervisors considering the individual for other positions within the University may also have access to employee records. Both current and prospective supervisors should exercise discretion in reviewing information in employee's personnel records, which is personal or might affect Equal Employment Opportunity negatively. Other University staff may have access to an employee's personnel file when a reason for review has been established, and a request to review the file has been approved by Human Resources Administration.

Review of records should occur at the campus human resources office in the presence of a staff member. No record should be removed from the office without the consent of the head of the campus human resources office or a designee.

I have read the above information and hereby request to review the file of**:**

_____ (UIN) _____

in my capacity as _____.

_____ _____
Signature Date Reviewed

_____ _____
Campus Address Campus Phone