

**Personnel File Review Request Form**

Employee/Former Employee Name: \_\_\_\_\_

Home address: \_\_\_\_\_

Telephone: (work) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Email address: \_\_\_\_\_

I am requesting to:  Review my personnel file     Obtain a copy of my personnel file

Obtain copies of specific documents from my personnel file listed below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employment Status:  Current     Former

I understand the following:

- If I am reviewing my personnel file, I may not add, remove or revise any documents.
- If I do not agree with documents in my personnel file, I may submit a statement in writing.
- Generally, the University will respond to my request completed within 30 calendar days.

**Documents Requested from File**

- Entire personnel file
- Vanderbilt Employment Application
- Employment Offer Letter
- Performance improvement plan or disciplinary letter
- Authorizations for a deduction or withholdings of pay
- Employment History (including salary information)
- Required Certifications and Job Related Certifications
- Performance Development Documents (including orientation records)
- Mandatory Continuing Education Records
- Open Enrollment/Fringe Benefit Information
- Retirement Application

You must present a valid driver's license or other government issued identification with a photograph for identification purposes.

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**AUTHORIZATION OF EMPLOYEE:**

By my signature below, I certify that the contact information provided is accurate and that I have requested, reviewed and/or received a copy of my personnel file:

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

<i>OFFICE USE ONLY: FILLED OUT BY HUMAN RESOURCES</i>		Date and Time Requested: _____
Date File Picked Up: _____	Processed By: _____	ID confirmed: _____
Assigned Consultant: _____	Sr. HR Consultant: _____	